

**The signature below certifies that I
have received the 2007-2008
St. Charles North High School
Student Planner & Handbook and
that I acknowledge that I am
responsible for its contents.**

My signature further indicates that I am in agreement with SCNHS that the reading and comprehension of the information contained in this handbook is my responsibility. I realize it is also my responsibility to share this information with my parents or guardian, and contact the administration with any questions.

Print Name: _____ Grade: _____

Signature: _____

ID #: _____

North Star Welcome!

I am thrilled to be starting the 2007-08 school year. The combination of motivated students with an outstanding staff and involved parents is the recipe for success for all. Our goals are set high and I know, with all confidence, that working together we will soar beyond expectations.

This student planner is an invaluable resource for your academic success. Carefully reviewing the information which outlines policies and procedures will give you a working knowledge of the various personnel and offices of our school. Additionally, using the calendar and assignment pages on a daily basis will provide you a roadmap for your classes. Finally, perusing the pages describing the many activities and organizations in which you can participate will show you how you can fully compliment your high school experience. Being a totally involved North Star will open for you opportunities beyond imagination.

I look forward to meeting and working with each of you.

Welcome to the 2007-2008 school year!

Mrs. Kimberly Zupec
Principal

DISTRICT ADMINISTRATION

SUPERINTENDENT OF SCHOOLS

Dr. Donald Schlomann

K-12 OPERATIONS

Mr. John Baird

ASSISTANT SUPERINTENDENT FOR LEARNING AND TEACHING

Dr. Brian Harris

CHIEF ACADEMIC OFFICER

TBA

EXECUTIVE DIRECTOR OF HUMAN RESOURCES

Dr. Anthony Spahr

ASSISTANT SUPERINTENDENT FOR BUSINESS SERVICES

Mr. Brad Kauffman

BOARD OF EDUCATION MEMBERS

Mrs. Kathleen Hewell, President

Mr. James Gaffney

Mr. Christopher Hansen

Mrs. Lori Linkimer

Mr. Robert Lindahl

Mr. Scott Nowling

Mrs. Karla Ray

THE DISTRICT 303 SCHOOL COMMUNITY EMPOWERS AND INSPIRES ALL TO:

- Attain excellence
- Learn with passion, and
- Live with integrity in a changing world.

GOALS

- Improve learning, teaching and communication through the effective, efficient and integrated use of technology by all students and staff.
- Create safe and secure learning communities where all members demonstrate respect, responsibility and good citizenship.
- Attract and keep high quality staff who model the district vision.
- Improve individual student achievement and personal growth.

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

PRINCIPAL 630-443-2751 Mrs.. Kimberly Zupec
ASST. PRINCIPAL / Curriculum and Instruction 630-443-2750 Mr. Mark Moore
ASST. PRINCIPAL / Activities and Operations 630-443-2777 Mrs. Audra Christenson
ASST. PRINCIPAL / Student Personnel Services 630-443-5668 Mr. Kevin Scotellaro
DEAN OF STUDENTS 630-587-7102 Mr. John Peters
DEAN OF STUDENTS 630-443-5719 Ms. Melinda Roberts
DEAN OF STUDENTS 630-587-7137 Ms. Jill VanDusen
ATHLETIC DIRECTOR 630-443-3450 Mr. John Rutter

INSTRUCTIONAL COORDINATORS

Humanities 630-443-2737 Ms. Michele Machowicz
Global Studies 630-443-2745 Mr. Kurt Spilker

Science/Technology 630-443-2738 Mr. Mike Williams
 Math/Business 630-443-2754 Mr. Brad Mitchell
 Wellness 630-443-2767 Mrs. Kristy Harrier
 Special Education 630-443-2740 Ms. Beth Clemens
 LRC/Media 630-443-5669 Ms. Cheryl LaMaster

GUIDANCE COUNSELORS

630-587-7135 Dr. Robert Frietag
 630-443-5638 Ms. Jeanine James
 630-443-5717 Mr. Matthew Kirby
 630-443-5715 Ms. Sarah Lynch
 630-587-7146 Mr. Larry Nothnagel
 630-443-5714 Ms. Amy Collins

NURSE

630-443-2752 Ms. Wilma VanArragon

SCHOOL PSYCHOLOGISTS

630-443-7131 Mr. Chris Lewandowski

SOCIAL WORKERS

630-443-5626 Dr. Susan Terronez
 630-443-5629 Mrs. Sue Prigge

STUDENT ASSISTANCE COUNSELOR

630-443-2758 Ms. Pat Radke

REGISTRAR

630-443-2761 Ms. Sue Habich

TABLE OF CONTENTS

GENERAL SCHOOL INFORMATION	
EXTRACURRICULAR ACTIVITIES/CLUBS/ATHLETICS	
Student Organizations.....	7
Dance Guidelines	9
Fund-raising	9
Athletics/Activity Participation.....	11
Sports.....	12
Announcements	13
Telephone	15
Visitor Policy.....	15
Student Obligations.....	15
Disclaimer.....	15
ACADEMIC INFORMATION	15
Homebound	16
Assignment Makeup (also see Attendance/Makeup Work Privileges).....	16
Report Card Schedule.....	16
Grading	17
Academic Integrity/Cheating.....	18
Wellness/Physical Education Information.....	18
Drivers Education	19
STUDENT SERVICES/ID's/LOCKERS/LOST & FOUND	19
Distribution of Written Materials and Petitions.....	20
Guidance Services	20
Special Education Services.....	21
School Nurse	24
Student Assistance Program.....	24
Assemblies	24
Learning Resource Center.....	24
Telecommunications Use	25
Study Halls	27
Bus Information	28
Parking Regulations	28
STUDENT RIGHTS AND RESPONSIBILITIES	29
Due Process Procedures for Parents/Guardians.....	29
Access of Student Records.....	32
Dress Code	34
DISCIPLINE.....	34
CODE OF CONDUCT	60

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
---	----------------

CRIME PREVENTION

St. Charles Police Department Crime Stoppers	1-800-373-9208
--	----------------

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
---------------------------------------	--------------

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.

ATHLETIC EVENTS/YEARBOOK TICKET

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.

HR IMAGING/ROOT PHOTOGRAPHY Seniors

Root is the official photography company for St. Charles North High School. Please call their customer service department at 1-800-433-1766 to schedule your senior picture if your assigned time does not work, or if you have questions. The yearbook cannot accept pictures from other studios for publication in the yearbook.

CLUBS AND ORGANIZATIONS

(Contact Staff Member)

STUDENT GOVERNMENT

Freshman Class, 2011	Lindsay Boynton
Sophomore Class, 2010	Cyndi Sulak
Junior Class, 2009	Erin Fاسبender
Senior Class, 2008	Erin Looney
Student Council	Boynton, Fاسبender, Looney, and Sulak

SPECIAL INTEREST CLUBS/ACTIVITIES

Art Club	Lacy Foy
Autos Club	Steve Pravica
Blue Rush	Becky Brown
*Chess Team	Brad Lenart
Color Guard	Melissa Peters
*Debate	Jason Schmidt, Sandy Szmajda
Equestrian Club	Linda Feiza
Galaxy Council	Audra Christenson
GSA	Erin Fasbender, Janelle VanDeSampel
H.O.P.E. (Helping Others Protect Each Other)	Julie Pheney, Katherine McCleary
Key Club	Megan Streid, Jenny Watson
*Math Team	Kathy Edgar, Jennifer Anderson
*Mock Trial	Robin Roberts, Janelle VanDeSampel
Model United Nations	Brian Maloney
Multi-Media and Video Production	Natalie Rosin
North Star Ambassadors	Jane Handley
Peer Ldshp. Advisors	Jacob Burlingame, Ben Conrad, Peter Gleason, Mike Horn, Dina Johnson, Matthew Kirby, Erin Looney, Sarah Manwaring, Katherine McLeary, Shannon Mulder, Janelle VanDeSampel, Scott VonEssen
Peer Ldshp. Coordinator	Bill Stepien
Peer Ldshp Director	Susan Terronez
Peer Mediation	Matt Ruckoldt, Sarah Lynch
Photo Club	Linda Goll
School Store	Barb Schmit, Michael Smith
*Scholastic Bowl	Becky Brown, Marilynn Zimmer
*Speech Team	Natalee Hryniewicz, Marcella Donnell, Elizabeth Battaglia
Sports Medicine	Therese Perkins
S.O.S. (Student Outreach Society)	Erin Menig, Carri Pozzi
Tech Crew	Joe Pietrie

PERFORMING ARTS

Marching Band	Jim Stombres, John Wojciechowski, Brian Wis
Drama and Theatre	Ryan Colton, Natalee Hryniewicz, Dale Morgan, Joe Pietrie
International Thespians	Ryan Colton, Joe Pietrie
Madrigals	Dale Morgan

HONOR SOCIETIES

National Art Honor Society	Lori Creasor
National Honor Society	Shannon Mulder, Heather Seneca
French National Honor Society	Laura Wilkinson
Spanish Nat'l. Honor Society	Linda Feiza

CO-CURRICULAR CAREER PROGRAMS

*BPA	Barb Schmit
*DECA	Kendra Lee, Denise Leatherman
*FCCLA	Debby Scully, Kandace Brink
F.E.A. (Future Educators of America)	Colleen Fasbender

CLUB SPORTS

Rugby (Boys)	Jay Crawford
Rugby (Girls)	Marsha Brown
Lacrosse (Boys)	Dave Neff

Lacrosse (Girls)

Hockey

Anne Knudson

Jim Quinn, Kathy Zimmer

PUBLICATION ORGANIZATIONS

Literary Magazine

Newspaper (Stargazer)

Yearbook (Polaris)

Jennifer Shoaf

Gregg Mundt Michael Zernone

Cyndi Sulak, Kathy Zimmer

* 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 Guest Pass from the Dean's Office. This form consists of the name of the guest, their address, phone number, the guest's home school, and the name of the student requesting the guest. This form must be filled out completely and returned to the Dean's Office prior to an announced date. The guest will be approved or denied and the form returned to the student. Tickets for a guest may only be purchased when an approved guest pass is presented. Guests must present an approved guest pass and a valid ID at the time of entering 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 and dress code 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 (Students will not be refunded if asked to leave.)
- 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.
- 7) No guest over the age of 20 years will be approved.
- 8) Dancing must be school appropriate. Sexually suggestive dancing will not be tolerated.

FUND-RAISING PHILOSOPHY

The need for fund-raising activities is recognized as a source of supplemental funds. Fund-raising activities should be completely voluntary for all students, parents, and community members. All fund-raising activities should be sensitive to the financial concerns of the parents and community. Fund-raising revenues should support supplemental expenses.

SOLICITATION AND FUND-RAISING - BOE POLICY 7:325

Student Fund-Raising Activities

Only the following organizations may solicit students on school grounds during school hours or during any school activity to engage in fund-raising activities:

1. School-sponsored student organizations; and
2. Parent organizations and booster clubs that are recognized pursuant to policy 8:90, Parent Organizations and Booster Clubs.

The Superintendent or designee's implementing procedures shall provide that:

1. Fund-raising efforts shall not conflict with instructional activities or programs.
2. Fund-raising efforts must be voluntary.
3. Student safety is paramount.
4. For school-sponsored student organizations, a school staff member must supervise the fund-raising activities and the student activity funds treasurer must safeguard the financial accounts.
5. The fund-raising efforts must be to support the organization's purposes and/or activities, the general welfare, a charitable cause, or the educational experiences of students generally.
6. The funds shall be used to the maximum extent possible for the designated purpose.

SCN FUND-RAISING PROCESS

- 1) The Office of Student Activities exercises general control over ALL fund-raising 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 Fund-raising Event" before any action is taken which might obligate the organization or individual members of the organization.
- 3) In school fund-raising 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 fund-raising may be requested.
- 4) Fund-raising 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.

SCN FUND-RAISING PROCEDURE

- 1) All requests for fund-raising must originate with the sponsor/coach/advisor.
- 2) The sponsor/coach should complete the Fund-raising Request Form and receive approval from the Office of Student Activities at least 2 weeks prior to the event.
- 3) If the Fund-raising Request is approved, the Office of Student Activities will schedule the fund-raising activity on a master fund-raising calendar. This is true for both in-school and out-of-school activities.
- 4) A recapitulation report is required within 2 weeks of the fund-raising event.

Academic instruction is not to be disrupted and fund-raising activities are not to take place within the confines of the classroom under any circumstances. Fund-raising forms, facilities usage, and a calendar of these events are to be on file in the Student Activities Office prior to the event.

REQUIREMENTS FOR ATHLETICS/ACTIVITY PARTICIPATION

- 1) Code of Conduct - A copy of the code signed by both the student and parent(s) 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 and 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 athletics 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, a Physical Examination and an 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	WINTER	SPRING
Cross Country/Boys'	Basketball/Boys'	Baseball/Boys'
Cross Country/Girls'	Basketball/Girls'	Soccer/Girls'
Golf/Boys'	Swimming/Boys'	Tennis/Boys'
Golf/Girls'	Track, Indoor/Boys'	Track/Boys'
Volleyball/Girls'	Track, Indoor/Girls'	Track/Girls'
Soccer/Boys'	Wrestling/Boys'	Volleyball/Boys'
Swimming/Girls'	Gymnastics/Girls	Softball/Girls'
Tennis/Girls'		Badminton/Girls'
		Waterpolo/Boys'/Girls'
FALL/WINTER		
Cheerleading		EMERGING SPORTS
		Hockey
		Lacrosse/Boys'/Girls'
		Rugby/Boys'/Girls'
		Drill Team

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.
- 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 2007-2008 Illinois High School Association eligibility rules at www.ihsa.org. 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 participate and compete in athletics at any Division I or II college or university are as follows: Graduate from high school.

- 1 Have a minimum combined test score and grade point average as determined by NCAA (see eligibility requirements www.ncaaclearinghouse.net).
- 2 File an NCAA clearing house Initials Eligibility form online.
3. Reference www.ncaaclearinghouse.net – school code 142795 for the list of approved NCAA Clearinghouse classes for St. Charles North High School.
4. Reference www.ncaaclearinghouse.net for the list of core courses required.

If you intend to compete as a college athlete at a Division I or II college, request additional information from your counselor.

IMPORTANT FACTS TO KNOW

- Correspondence and independent study courses MAY be used to meet the core-course requirements if they meet NCAA stipulations.
- Courses taken in eighth grade CANNOT be used to satisfy the core curriculum requirements regardless of the course content or level.
- When a student takes a course Pass/Fail, the “pass” grade is weighted as a “D” for Initial Eligibility.
- NCAA evaluates a transcript using a 4.0 grade scale (A=4, B=3, C=2, D=1, F=0). All coursework is evaluated on a 4.0 scale - no extra points are given for an honors or AP class.
- National date ACT or SAT scores are REQUIRED for initial eligibility.
- Computer Science is NOT an approved core course for NCAA.
- Student must APPLY to NCAA Clearinghouse after completing six semesters of high school coursework (end of Junior year); send an official transcript to determine initial eligibility. See www.ncaaclearinghouse.net for details.

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). Students 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).

BULLETIN

The North Star Bulletin will be distributed to the teachers via email to review with students and posted in hallways as well as on our website.

ANNOUNCEMENTS

The Daily Announcements will be at the beginning of 2nd 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 by 2:30 pm the previous day to ensure inclusion in the following day's announcements.

EMERGENCY ANNOUNCEMENTS

Announcements concerning changes in planned activities (due to inclement weather or other unusual circumstances) may be made over the public address system at the end of the day. All emergency announcements must be submitted to the Assistant Principal for Activities and Operations for approval.

EMERGENCY SCHOOL CLOSING

Information regarding the closing of District 303 schools and transportation status will be given NO LATER THAN 5:30 A.M. to these regional and local radio and television stations:

WBBM radio (780 AM) television (Channel 2)

WLS radio (890 AM) television (Channel 7)

WGN radio (720 AM) television (Channel 9)

WFLD television (Fox 32)

WMAQ television (Channel 5)

WAUR (3/930 AM) WONU (89.7 FM)

WBIG (1280 AM) WJKL (94.3 FM)

WRMN (1410 AM) WDKB (94.9 FM)

WKKD (1580 AM/95) WSPY (107.1 FM) Information about school closings will also be prominently posted on the homepage of the District 303 website and can be found at www.emergencyclosings.com.

FIRE AND SEVERE WEATHER DRILLS

Fire and severe weather drills will be held periodically. Drill Regulations are posted in each room. In addition, the teachers will explain the emergency procedures to their students at the beginning of the school year.

All students will be required to follow the general directions during emergency situations and drills.

Fire:

- 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.

Severe weather:

All students and teachers are to move immediately to their designated shelter when a disaster warning is announced.

- 1 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 otherwise 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. Contact District 303 website for 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 District 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 equipment, furniture and 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. Homework assignments will be available after 2:40 p.m. the day following the homework request (24 hours later). 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 one week after the end of each quarter. The end of quarters for the 2007-2008 school year are as follows:

- October 26First Quarter
- January 17.....Second Quarter, First Semester
- March 21Third Quarter
- May 30Fourth 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 directory 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."

VALEDICTORIAN AND SALUTATORIAN:

The valedictorian and salutatorian of the graduating class are determined based on eight semesters of grades. Special recognition is given at graduation to students who rank in the top 5% of their class.

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. Upon graduation, a final 8th semester transcript is issued at no cost.

TRANSFER and RE-ENTRY STUDENTS:

Students transferring from a public school in Illinois to District 303 school may be denied enrollment if they do not present a "student transfer form" (ISBE33-78) upon registering.

WITHDRAWALS:

If your son or daughter is leaving school, he or she must have a Student Withdrawal Transfer Form signed by each of his or her teachers. Forms are available in the Guidance Office. Upon completion, forms must be returned to the Guidance office at the student's final checkout.

STUDENT TRANSFER RECORD FORM:

Parents should come in to the high school to sign a Student 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 indicates 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 the student has so many misconceptions that he/she 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.

The classroom teachers with their Instructional Coordinators establish standards for grading students. At the beginning of a course each teacher has the responsibility of explaining course outcomes/objectives and the factors to be used in determining grades.

To provide students and parents with an appraisal of students' achievement in their courses, report cards are sent home at the conclusion of each quarter and semester. For all record keeping purposes, the official grades are semester grades. *All credit is based upon semester grades.*

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 authorization form available in the Guidance Office. The student may choose this option if they are scheduled for the enrolled course equivalents to 2 1/2 or more credits per semester in which letter grades are assigned (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. A pass-fail authorization form must be submitted to the Guidance Office by the 20th day of class each semester.

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". Each occurrence will be evaluated on an individual basis by the classroom teacher. Specific offenses, depending on their nature, may result in increasingly severe consequences, including but not limited to loss of credit for the course.

WELLNESS/PHYSICAL EDUCATION INFORMATION

MEDICAL EXCUSES FROM PHYSICAL EDUCATION

- 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 education teacher for further instructions.
- 3 Students who are to be excused from Physical Education for five days or more will remain on the teacher's class list and must complete written work assigned by their teacher.
- 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 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 teacher's class list.
 - B. Complete weekly written work, etc., according to the Physical Education written assignment policy. Grades will be assigned based upon knowledge and understanding indicated through written work.

- C. It is the student's responsibility to turn in written work to their P.E. teacher according to due dates.

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 results in a student's inability to be assessed during that class period. This may impact a student's overall grade. In addition to the teacher informing parents of the impact this has on the grade, students may be referred to the Dean's Office for disciplinary action for excessive insubordination (multiple non-participation days).
4. Students have 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. Failure to meet any of the state requirements will result in students being removed from the class without credit. The State of Illinois requires a minimum of thirty (30) clock hours of classroom and six (6) clock hours of behind-the-wheel instruction. These requirements are met 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.

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:

ID's may be retaken in the Resource Center from 7:15 a.m. until 3:00 p.m. at a cost of \$5.00 in the event a replacement is necessary.

LOCKERS:

At the beginning of each school year, each student shall be assigned a locker in which to keep books, lunches, and outdoor clothing. All freshmen and sophomores will be required to share a locker. Students shall be assigned another locker in the locker room for physical education. It is the student's responsibility to keep lockers locked. District 303 and staff are not responsible for the loss of money or property. Large sums of money and expensive items (i.e. pods, etc.) 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 their lockers, students should follow a few helpful suggestions:

- 1 Do not give the 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 COUNSELING SERVICES

The Guidance Counseling 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 a support to the individual student and their family, the Guidance Counseling Department has developed a broad-based four-year curriculum to address the following:

Freshman Year

Orientation to high school. School rules and discipline. Study skills. Conflict resolution 4-year plan

Sophomore Year

Career testing/exploration Administration of PLAN Post-high school planning

Junior Year

College tests, PSAT, SAT, ACT, PSAE College application College admissions, visitations, Scholarships Post-high school training Financial Aid

Senior Year

On-campus visits by various Post-high school institutions, Four-year colleges, Junior colleges, technical, and military schools

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.

With the exception of emergency situations and counselor initiated passes, students should schedule appointments during lunch, study hall, and before/after school – not during classes. It is the student’s responsibility to make up work missed due to counselor appointments. 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.

WORK PERMITS

Work permits or Aide Certificates are issued at the high school for students residing in District 303. Working permits are available and may be obtained from the Main Office. A minimum of two days is needed to process a work permit. Students must provide a certified copy of their birth certificate.

SPECIAL EDUCATION SERVICES

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, District 303 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 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 District 303 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.

NOTIFICATION TO PARENTS REGARDING MEDICAID:

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, District 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.

MEDICAL AND HEALTH INFORMATION AND MEDICATION POLICY

Please schedule doctor appointments so that they do not conflict with school hours.

Physical Examinations:

State Law requires that reports of physical examinations, including documentation for diphtheria, tetanus, polio, mumps, measles, rubella, hepatitis B, chicken pox, and pertussis, must be on file for all students.

All ninth grade students, and students entering school for the first time, ***are required to present the reports by the first day of school. Students will not be allowed to attend school without this report on file.***

Transfer students in other grades will be accepted ***if physical examination reports meeting the above requirements can be obtained from the former school.*** The physical examination reports will be due one month after transfer into District 303.

If physical examination records and required immunizations are not presented by the dates listed above, **the child will be excluded from school.** In cases where exclusion is necessary, after three day's absence, truancy will be reported to the Kane County authorities.

Returning to school after an illness or injury:

- Extended absences of 5 or more days may require the student to present a doctor's statement of re-admittance to the school nurse.
- Any student returning to school with a cast, crutches or other debilitating injury or illness requiring an activity restriction ***must*** report to the school nurse.
- It is the responsibility of the parent to report any changes in a student's health status that may impact or interfere with the school day learning or activities.
- **Fever:** If a child has a fever, he/she should remain out of school for 24 hours after the temperature has returned to normal without the use of fever reducing medication.

Medication Policy:

A signed, written order from the student's physician must be presented indicating the name of the drug, the dosage, the time the medication is to be given, and any side effects that might be evidenced by the student. Parents must also give written consent. The medication must be in its original pharmacy container, plainly marked with date, student's name, and the name and dosage of medication. This medication is to be left in the nurse's office.

The medication must be brought to school by a parent or responsible adult. No medication should be sent with students. The policy applies to both prescription and non-prescription medications.

Public Act 92-0402 allows for the option of self-administration of Epinephrine auto-injector at school, as prescribed by licensed medical personnel for a student at risk of anaphylaxis. 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.

Public Act 92-0402 also allows for the option of self-administration of asthma medication at school. If a parent wishes to have the students 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.

Our school system has the services of certified school nurses and/or registered nurses. They are on call at any time during school hours in case of an emergency.

Medical Emergencies:

A medical emergency is one in which illness or injury requires immediate intervention to affect a positive outcome. It is the responsibility of the parent/guardian to provide the school, upon entry and yearly thereafter, accurate information on each student on the Family Information Sheet as follows:

1. Child's name, address, and phone number (notifying of changes as they may occur)
2. Business address(es) and telephone number(s) of parent/guardian (Cell phone(s) and pager number(s) should be included.)
3. Name, address, and telephone number of a relative or friend who should be contacted in a medical emergency if the parent cannot be reached.
4. Name, address, and phone numbers of the child's physician and dentist.
5. Any serious condition or drug sensitivity.

Vision and Hearing Screening:

Vision and hearing screening is performed according to Illinois State mandates. The program is conducted by state certified screening technicians under the direction of the certified school nurses who are also licensed by the State as both Vision Screening and Audiometric Technicians. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months, and that evaluation is on file at school. If you have any questions about this, please call the school nurse at your child's school.

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 student 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 one of their academic teachers. Study hall teachers should not write passes for students to use the LRC. Students are also welcome to use the LRC before and after their regular school day. Students who wish to use the LRC during their lunch period must sign in and present a pass from an academic teacher.

ACCESS TO COMPUTERS

Students have access to computers in the LRC. Computers are to be used to support educational goals and objectives.

ON LINE SERVICES AND DATABASES:

Students have access to almost all libraries in Illinois through our inter-library loan system.

Students have access to other on-line subscription databases. Check at the main desk for log in.

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 various types of technology: Camcorders, digital cameras, tape recorders 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. 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: \$10.00 fine
- missing or damaged barcode: \$5.00 fine
- writing in book or on edges: \$5.00 fine
- water damage: full replacement cost
- late return: 10 to 50 cents per school day, max. \$5.00 per item.

The student is responsible to return textbooks 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.

Authorization for Electronic Network Access Board Policy: 6:235

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.

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 nonacademic 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 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/herself 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 student ID cards. 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 2007-2008

STUDENT PARKING REGULATIONS

- 1 Students parked **without an official permit (hang tag)** may be towed.
- 2 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 may result in the student losing parking privileges.
- 3 Seniors and Juniors are to park in their numbered spaces. If someone is parked in the student's numbered spot, he/she should park in a reserved space in the front of the lot and immediately report to the Dean's Office to receive a temporary permit. The student should **NOT** park in another student's space, or he/she will be considered in violation!
- 4 No student parking is allowed in spaces reserved for staff, visitors, driver education, handicapped, loading zones, or fire lanes.
- 5 Parking hang tag permits must be attached to the rearview mirror and displayed so that it can be easily read from outside the car.
- 6 Lost or stolen hang tags must be reported to the Dean's Office immediately.
- 7 Drivers must park inside the lines. No one may take up two spaces.
- 8 Any improper driving (excessive speed, recklessness, etc.) by a student may result in school consequences including the loss of his/her parking permit.
- 9 Any students involved in the transferring or forging of parking permits will forfeit campus parking privileges. Only the person and vehicle assigned to the permit may use it.
- 10 Once students arrive on campus, they must park their cars and proceed into the school. They may not linger in their vehicles.
- 11 **IMPORTANT** – No student is allowed to enter the parking lot or vehicle during school hours (7:20-2:21) without a pass from a dean. It is a campus violation for a student to go to the parking lot without permission.
- 12 **A student leaving campus without prior permission from the Attendance/Dean's Office will lose his/her parking permit.**

TEMPORARY PARKING PERMITS

Temporary parking is for students who are in need of parking on an emergency basis only, including doctor/dental appointments, or court appearances. Students must have verification of a permit from the Attendance/Dean's Office to leave the building.

HANDICAPPED PARKING

If a student is or becomes handicapped, he /she must get a note from his/her doctor that he/she then present at the police station where he/she will be issued a handicapped permit.

VIOLATIONS THAT MAY RESULT IN A LOSS OF PARKING PERMIT

- Driving at excessive speed
- Reckless driving
- Numerous parking violations (3 or more)
- Campus violations
- Being in the parking lot without a pass from a Dean during the school day
- Leaving campus in a vehicle before school is over without permission

No Student parking is allowed in the neighborhoods surrounding St. Charles North High School.

- No parking will be allowed in the River's Edge subdivision
- St. Charles Police Department will only allow resident parking in these neighborhoods
- St. Charles Police will ticket and tow violators

All parking fees are forfeited by the student when 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.

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 may 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 student with a written statement of the reason(s) for such suspension and an explanation of the parent's or guardian's rights to review 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.

District 303 has policies and procedures to be used in the case of any complaints regarding alleged civil rights discrimination. More detailed information is available upon request from the Office of the Superintendent.

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 District 303 and District 303 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 District 303, 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

District 303 owns and retains control of all lockers provided by District 303 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.

BEHAVIORAL INTERVENTIONS FOR STUDENTS WITH DISABILITIES

Public Act 87-1103 - Located 4 sections forward.

ILLINOIS SCHOOL CODE FOR HEALTH

No student 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 student.

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 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, District 303 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.

District 303 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 District 303, 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. 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 District 303 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 by the Illinois State Board of Education are subject to that program's 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 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 noneducational 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.

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. Short skirts and high cut shorts will not be allowed. All students must wear clothing that covers the shoulders, back, midriff, hips and lower thighs. Student should not wear halter tops; shirts with spaghetti straps, visible underwear or low cut or strapless tops without a covering shirt.
- 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 appropriately 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. This includes chains, studded bracelets, or necklaces, etc.
- g. Clothing with graphics or wording which depicts violence in any form. The Building Principal, Assistant Principals, and Dean’s shall have the authority to temporarily exclude from school any student not conforming to the above. School Administration also has the authority to exercise discretion in determining what appropriate attire is.

7:190 DISCIPLINE

It is the sincere desire of the Board of Education that each student practice self discipline, so that disciplinary action by teachers, 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. It is the desire of the CUSD 303 school community 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 various support personnel may be involved in those efforts.

The Discipline Policy is 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. The Discipline Policy will be furnished to students at the start of the school year. The Discipline Policy is also available on the District 303 website (www.d303.org). Any violation of these disciplinary rules that results in a substantial disruption of, or interference with, school activities, or the proper

provision of educational services, whether on or off the school premises, may result in suspension or expulsion. (moved from section below)

Classroom Environment

Teachers are required to assure a proper classroom environment that allows all students to have access to instruction. 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 discipline, they stand in the relationship of parents and guardians to the students. 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 students in the absence of their parent or guardian. Most often when situations arise discipline is first sought through the teacher-student relationship developed in the classroom situation. We believe that 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 disciplinary action. Parents will be notified regarding any recommendation for suspension or expulsion. The district reserves the right to complete any disciplinary procedure even if a student withdraws from school.

Behavioral Interventions for Students with Disabilities

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The District maintains 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 are hereby notified of the existence of this policy and the procedures.

Reasonable Force

Parents/Guardians must understand that 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.

Administrative Discretion

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. Please be aware that Board of Education policy supercedes information provided in Student Handbooks.

These guidelines and the decision as to the scope of the penalty is committed to the sound discretion of the school administration, giving due respect to the extent of past infractions, mitigating circumstances and the willfulness of the violation. At their discretion, the administration retains the right to withhold or revoke the privilege to attend school dances, athletic events, recess or other unstructured time (examples include but are not limited to restricting passing periods, restricting before and or after school unstructured time, etc.) and/or co-curricular/extra curricular gatherings as an extension of their disciplinary intervention. Discipline infractions may be cumulative throughout levels (elementary level, middle school level, high school level).

DUE PROCESS PROCEDURES

Suspension may be for a period of time not to exceed ten (10) consecutive school days. Expulsion may be for a period of 11 days to two years. School administration will provide an explanation to the parent or guardian regarding any rights to appeal the decision of suspension and/or recommendation for expulsion. Please refer to Board of Education Policies 7:200 and 7:210.

(School Code of Illinois, 122.24-24)
Revised on April 20, 2005

General Information

Alternative to Drug/Alcohol Suspension (ADAS)

ADAS is a drug/alcohol educational and assessment program offered to the student at the 1st occurrence that will diminish the number of days of suspension for those involved in a drug/alcohol offense.

Philosophy

St. Charles Community Unit School District #303 (District 303) 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. District 303 recognizes that there are attitudinal, behavioral, and/or medical problems, which can obstruct the realization of this goal. Whenever possible, additional support personnel are contacted to provide assistance to the student.

District 303 believes that it has an important role, along with parents and other members of the community, in helping students make responsible decisions about the use of alcohol and drugs. Our primary objective is to facilitate the development of proper attitude and behavior. Students, as well as other members of the community, often need education and support 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 of suspension for violating the rules concerning drugs and/or alcohol as stipulated in the Discipline Policy. This alternative will allow the student to continue classroom education with minimum 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 parent(s)/guardian(s) 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.

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 a parent/guardian provide the district with written authorization for such administration, as well as a physician's authorization, and a waiver of liability on forms to be provided by District 303.

District 303 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.)**

Sexual Harassment Reporting Procedure

It is the express policy of the District 303 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 administrator. 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.

Early Identification: Aggressive Behavior

Students who have demonstrated aggressive behavior including, but not limited to “bullying” which is hereby defined as conduct 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 building administrator. These behaviors can include communication by other means such as: telephones, pagers, computers, online message services, blogs, etc. The building administration should promptly notify 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 and available through District 303.

DISCIPLINE: Definition of Terms

Dean's Detention (High School only)

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

Delivery

The transfer of Drugs, Alcohol, Look-Alike Drugs or Intoxicating Compounds with or without monetary compensation being derived from the transaction.

Detention

A period of time to be made up after school, assigned by a staff member. Students are provided one-day advance notice in order to arrange transportation.

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 suspension in a school year, the case may be reviewed with the building administration, 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
- Reaching the maximum of 10 days suspension

The student will be issued an Expulsion Warning in a conference with the student, parent and building administration. The Expulsion Warning form is signed by the student, parent, and principal. If behavior violations continue and the limit that is set forth is exceeded, a 10 day suspension will result with possible recommendation to the Board of Education for expulsion.

Firearm

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.

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 or designee may modify the expulsion requirement on a case-by-case basis, and recommend such a modification to the Board. The superintendent or designee will, as part of his/her recommendation, explain to the Board the circumstances which justify the modification. If the superintendent or designee does not recommend a modification of the expulsion requirement, the Board shall impose an expulsion of at least one calendar year.

In Building Suspension (IBS) (Middle/Elementary Schools)

Temporary removal from assigned class or classes by the building administrator for one period or more. The student will have the opportunity to complete all academic assignments, quizzes, and tests for credit. Arrangements for any makeup work are to be initiated by the student with the understanding that some educational experiences cannot be duplicated. The student must complete the assignments, quizzes, and tests in the number of days equal to the length of suspension.

Illegal Parking (High School only)

Enforcement will be carried out in cooperation with the St. Charles Police Department with tickets being issued where appropriate. Loss of permit and/or towing could result. Students attending St. Charles East High School are not to park at Wredling Middle School.

PMA/AMA (PM/AM Assignments)

A designated time before or after school where the student will be completing 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.

Pranks

Pranks are acts of misconduct that are discouraged by District 303. Any occurrence of such misconduct will result in consequences as outlined in this policy. Seniors are at risk of losing a variety of privileges including participation in graduation activities. Based on their interpretation of the misconduct, school administrators may assign disciplinary consequences consistent with any violation of this policy including but not limited to theft, possession of lost /stolen articles, mob action, safety violation, etc.

Saturday Assignment (SA)

Saturday Assignment is held on Saturday mornings for 1 hour.

Saturday School (SS) Guidelines

- Students are to enter the building through the main entrance. The student will be escorted to a designated room by the program supervisor.
- Failure to report on time will result in further disciplinary action.
- Saturday School times are determined by the building site. 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.
- 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.
- Assignments will be obtained by the student from the student's teachers for completion. The student is to bring textbooks.
- The student is responsible for transportation to and from school.

Supervised Study (Middle & Elementary Schools)

Administrators may administer a "Supervised Study" as a consequence for a variety of misbehaviors committed at school. (Examples include, but are not limited to serious one-time infractions, such as stealing, fighting, or bringing inappropriate things to school.) Supervised Study may also be used for much less serious behaviors, which are chronic. Supervised Study is similar to a school suspension in that children are restricted from participating in classroom activities for half days, full days, or multiple days. Students participating in Supervised Study cannot be denied the opportunity to complete their work, and the support of a faculty member must be available if needed.

Suspension

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

ATTENDANCE

Philosophy

Community Unit School District 303 believes that regular attendance at school results in greater academic success. To meet our mutual goal for student success, we participate in a partnership and shared expectation among school, parent and student that students will be present on time, throughout each day school is in session. Please consider the following:

Attendance Terminology

Excused Absence

Absence that is excused by a parent for a **valid reason**. The following are examples of **school recognized** valid reasons to excuse a student:

- Illness
- Medical or Dental Appointment
- Extraordinary Emergencies

A doctor's note may be required to excuse a student or for admission to school at any time the administration deems it necessary. Failure to comply with such a request will result in an "unexcused" absence and follow up with:

- Parent conference
- Kane County Truancy and/or
- Local law enforcement

Unexcused Absence

When a student is unexcused, the parent may recognize the absence as being valid or legitimate, however, the school does not. The following, **even with parental consent**, are considered to be unexcused absences:

- Working
- Missing the bus
- Shopping
- Car not starting
- Keeping personal appointments
- Visiting out of town or college visit (unless absence is excused following the guidelines of the prearranged process)
- Needed at home
- And other avoidable absences

Interventions to address unexcused absences include, but are not limited to:

- Parent conference
- Kane County Truancy
- Local law enforcement

Truancy

Absence that is not designated as excused or unexcused. Truancy is further defined as:

- Excessively late to class
- Leaving the building without first checking out of the building through the office

Interventions to address unexcused absences include, but are not limited to:

- Parent conference
- Kane County Truancy
- Local law enforcement

Tardy

Students must be in the classroom when the bell rings. Students who arrive in the room after the bell rings are tardy.

Attendance Procedures

Reporting Student Absences

If a student is going to be absent, his/her parent or guardian must telephone the attendance office no later than 45 minutes after the start of school on the day of the absence. When parent(s)/guardian(s) are out of town, they are expected to designate a responsible adult to phone in the absence.

If there is a question about whether an absence will be considered excused or unexcused, check in advance with the building administration.

Please consider the following:

- No credit will be given for work missed due to an **unexcused absence**
- Work missed due to **tardiness** may not be made up
- There are no make-up privileges for students who are **truant** from class. School work missed as a result of truancy will be recorded as “no credit”.

Appointments During the Day

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.

Parents/guardians of elementary aged students are required to pick up their children from the main office. In the event an adult other than a parent/guardian is picking up a child, a note from the parent/guardian including a contact number for the parent/guardian is required giving permission for pick-up.

Prearranged Absences

Prearranged absence with the following restrictions and procedures:

- (a) Students 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 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 through a student’s career.
- (d) A student will not be eligible for an excused absence if the request for a preplanned absence covers the final week of the quarter and/or semester.
- (e) Students have full make-up privilege and must initiate make-up work.

Extended Absences

Students absent for an illness or injury that extends beyond one week (five (5) consecutive 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 building administration deems it necessary. Failure to comply with such a request will cause the absence to be recorded as unexcused and notification to Kane County Truancy and or local law enforcement will be made.

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. Students 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. This type of absence is approved by the school and allows for full make-up of missed work.

Fifteen (15) Days of Absence During a 90 day Period

A medical report from student's physician is required explaining the absence. If no report is presented, notification to Kane County Truant Officer may follow.

Total Absence Policy (High School Only)

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) 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 fourteen, then 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, then the student may be denied credit for the course (initiated by the teacher, disposition given by the disciplinarian, counselor, and department chair).

VIOLATIONS

Student Responsibilities:

All students attending District 303 have the right to access the professional staff and the facilities necessary for an instructional program. Also included among the students' rights are the right to use educational resources, the right to form and express ideas and the right to due process. To that end, students must respect the rights of others, maintain a positive school attitude, and adhere to school rules. Students who violate school rules may receive disciplinary action. The following actions are violations of school district rules and will result in disciplinary action:

PROHIBITED BEHAVIOR	CONSEQUENCES
<p>ACADEMIC DISHONESTY Academic dishonesty means cheating or plagiarizing.</p> <p>Cheating: Using, submitting, or attempting to obtain data or answers dishonestly, by deceit, or by means other than those authorized by the teacher.</p> <p>Plagiarism: The intentional or unintentional use of ideas or work from another writer, speaker or artist without giving proper credit.</p>	<p>Academic Consequences: Each occurrence will be evaluated by the classroom teacher and his/her immediate supervisor. Specific offenses, depending on their nature, may result in increasingly severe consequences including, but not limited to:</p> <ul style="list-style-type: none"> • Teacher, student, parent conference • Loss of credit for the assignment, exam, etc. • Completion of an alternate assignment <p>Disciplinary Consequences: In the case of extreme/severe situations, disciplinary consequences may apply (ex. Theft, Possession of Lost/Stolen Articles).</p>
<p>ATTENDANCE: Tardy</p> <p>Students must be in the classroom when the bell rings. Students who arrive after the bell rings are tardy. Students who arrive more than 5 minutes late to class are truant.</p> <p>Students are expected to be on time for all class periods. In the event that there is inclement weather or a late bus arrival, the appropriate announcement will be made for first period.</p> <p>Attendance: Truancy</p> <p>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.</p> <p>The dean's office will clarify the student's status and send the student back to class with a dean's admit.</p>	<p>1st-3rd Tardies One or more of the following:</p> <ul style="list-style-type: none"> • Parent contact by teacher • Conference with student • 1-5 day Teacher detention <p>4+ Tardies One or more of the following:</p> <ul style="list-style-type: none"> • Parent contact/conference by the dean • 1-10 day PMA/AMA/SS • Loss of privileges to be determined by administrator. (Examples include, but are not limited to: loss of parking privileges, loss of full period lunch, loss of unscheduled 1st or 8th period, etc)

<p>All Day Truancy</p>	<p>1st Occurrence: One or more of the following::</p> <ul style="list-style-type: none"> • Teacher records truancy and notifies administration • Parent Contact • Saturday School • Referral to student and/or family counseling • Police referral • Kane County Truancy referral <p>Subsequent Occurrences:</p> <ul style="list-style-type: none"> • All points listed above AND one or more of <u>the following</u> • Additional Saturday Schools as determined by administrator • Withdrawal from class with a failing grade or denial of credit • Loss of privileges to be determined by administrator. (Examples include, but are not limited to: loss of parking privileges, loss of full period lunch, loss of unscheduled 1st or 8th period, limited access to passing periods, withholding hall passes, withholding morning or after school bus time, limiting or revoking participation in co-curricular/extra curricular activities, limiting or revoking attendance at dances, athletic events and/or other student gatherings, limiting or revoking participation in field trips, etc)
<p>Period Truancy</p>	<p>1st Truancy: One or more of the following:</p> <ul style="list-style-type: none"> • Teacher records truancy and notifies administration • Parent contact by teacher <p>2nd Truancy: One or more of the following:</p> <ul style="list-style-type: none"> • Teacher records truancy and notifies administration • Parent contact by teacher • 2 PMA/AMA <p>3rd Truancy: One or more of the following:</p> <ul style="list-style-type: none"> • Teacher records truancy and notifies administration • Parent contact • Referral to student and/or family counseling

Period Truancy (con't.)

- **Identification of services available to truant students**
- **Loss of privileges** to be determined by administrator. (Examples include, but are not limited to: loss of parking privileges, loss of full period lunch, loss of unscheduled 1st or 8th period, limited access to passing periods, withholding hall passes, withholding morning or after school bus time, limiting or revoking participation in co-curricular/extra curricular activities, limiting or revoking attendance at dances, athletic events and/or other student gatherings, limiting or revoking participation in field trips, etc.)
- **Saturday School**
- **Final warning**
- **Police referral**
- **Kane County Truancy referral**

4th Truancy:

One or more of the following:

- Teacher records the truancy and notifies administration
- Parent contact
- Referral to student and/or family counseling
- Identification of services available to truant students
- Loss of privileges to be determined by administrator. (Examples include, but are not limited to: loss of parking privileges, loss of full period lunch, loss of unscheduled 1st or 8th period, limited access to passing periods, withholding hall passes, withholding morning or after school bus time, limiting or revoking participation in co-curricular/extra curricular activities, limiting or revoking attendance at dances, athletic events and/or other student gatherings, limiting or revoking participation in field trips, etc.)
- Student will be withdrawn from class with a failing grade and placed in a formal study hall or denial of credit
- Kane County Truancy referral
- Police referral

<p>BOMB THREAT</p> <p>Bomb threat means falsely reporting to another the presence of or intention to place a bomb, explosive or incendiary device.</p>	<p>For All Occurrences:</p> <ul style="list-style-type: none"> • Parent conference • 10-day Suspension • Police referral • Expulsion warning • Recommendation for expulsion
<p>CAMPUS VIOLATIONS</p> <p>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.</p>	<p>1st Occurrence: One or more of the following:</p> <ul style="list-style-type: none"> • Parent notification • 1-5 day Suspension or PMA/AMA/SS <p>Subsequent Occurrences: One or more of the following:</p> <ul style="list-style-type: none"> • Progressive suspension or PMA/AMA/SS • Parent conference • Expulsion warning • Recommendation for expulsion
<p>COMPUTER / TECHNOLOGICAL / TELECOMMUNICATIONS VIOLATION</p> <p>Unacceptable Use: Unacceptable use of technology includes, but is not limited to:</p> <ul style="list-style-type: none"> • participation in any activity which is in violation of federal or state law or District 303 Board Policy • interference with or disruption of computer or network services or equipment • participation in the acquisition, creation or distribution of materials which are obscene or pornographic in nature, or which are discriminatory or derisive to any person or group of persons based upon race, gender, age, disability, or any other characteristic protected by law • participation in the acquisition, creation or distribution of advertising, computer worms or viruses, chain letters or other messages/files that could 	<p>For All Occurrences: One or more of the following:</p> <ul style="list-style-type: none"> • Full restitution by the offender to the district or the person or entity against whom the violation was committed • Loss of privilege to use computer equipment and/or technology for a specified period of time • Parent conference • PMA/AMA or Saturday School • 1-10 day suspension • Police referral • Expulsion warning • Recommendation for expulsion

<p>cause congestion on or failure of any computer equipment or network</p> <ul style="list-style-type: none"> • making unauthorized entry to any computer, network, files, data base or communications channels • alteration, damage or destruction of any cabling, hardware, software or data • accessing, using or possessing unauthorized or illegally obtained hardware, software or data, even if said item(s) may be owned by the user • engagement in activity that does not meet the intended purpose of the network • installation of software by persons other than a District 303 technical employee • unauthorized attempts to disable or to bypass the district's technology protection measures. <p>(For further clarification, please refer to the Telecommunications Use Agreement - Policy 955.03.)</p>	
<p>DESTRUCTION OF PROPERTY OR VANDALISM</p> <p>The malicious or careless damage done to the building or its contents, school grounds, parking lots or athletic fields.</p>	<p>1st Occurrence: One or more of the following:</p> <ul style="list-style-type: none"> • Parent conference • 1-10 day suspension or PMA/AMA/SS • Full restitution where possible • Police referral <p>Subsequent Occurrences: One or more of the following:</p> <ul style="list-style-type: none"> • Parent conference • 1-10 day suspension • Police referral • Full restitution where possible • Expulsion warning • Recommendation for expulsion
<p>A. DRUGS AND LOOK-ALIKE DRUGS, ALCOHOL, AND COMPOUNDS</p> <p>This includes, but is not limited to substances manufactured to look like, or be presented as, a controlled substance, as well as over the counter preparations and herbal supplements.</p> <p>1) Actively seeking, receiving or possessing, consuming, using, or being under the influence of any of the above in school or at school-related</p>	<p>1st Occurrence: OPTION A:</p> <ul style="list-style-type: none"> • Parent conference • 10-day suspension • Student Assistance Counselor referral • Counselor referral • Police referral <p>OPTION B:</p> <ul style="list-style-type: none"> • Parent conference • 3-day suspension • ADAS program • Student Assistance Counselor referral • Police referral

activities, when such “substances” can be or are used to produce an intoxicating effect.

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.

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.

NOTE: A second drug offense in any category (A, B or C) is considered to be a “subsequent occurrence” and will follow the consequences outlined in that section.

Subsequent Occurrences:

- Parent conference
- 10-day suspension
- Student Assistance Counselor referral
- Counselor notification
- Police referral
- Recommendation for expulsion

For All Occurrences:

- Parent conference
- 10-day suspension
- Student Assistance Counselor referral
- Counselor referral
- Police referral
- Recommendation for expulsion

For All Occurrences:

- Parent conference
- 10-day suspension
- Student Assistance Counselor referral
- Police referral
- Recommendation for expulsion

B. INTOXICATING COMPOUNDS

Intoxicating compounds are defined by the Illinois Compiled Statutes 720 ILCS 690/1. By way of illustration only, some intoxicating compounds 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.

1) Using/consuming 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

1st Occurrence:

OPTION A:

- Parent conference
- 10-day suspension
- Student Assistance Counselor referral
- Counselor referral
- Police referral

OPTION B:

- Parent conference
- 3-day suspension
- ADAS program*
- Student Assistance Counselor referral
- Police referral

Subsequent Occurrences:

- Parent conference
- 10-day suspension
- Student Assistance Counselor referral
- Counselor notification
- Police referral
- Recommendation for expulsion

<p>2) Actively seeking or receiving intoxicating compounds for the purpose of intoxication while on school property or at school related activities.</p> <p>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.</p> <p>AND/OR</p> <p>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.</p>	<p>For All Occurrences:</p> <ul style="list-style-type: none"> • Parent conference • 10-day suspension • Student Assistance Counselor referral • Police referral • Recommendation for expulsion
<p>C. DRUG RELATED PARAPHERNALIA – POSSESSION</p> <p>Example: (Bongs, rolling papers, roach clips, foil pipes, glow sticks, pacifiers, etc.)</p>	<p>1st Occurrence:</p> <p>OPTION A:</p> <ul style="list-style-type: none"> • Parent conference • Student Assistance Counselor referral • Police referral • 5-day suspension • Counselor referral <p>OPTION B:</p> <ul style="list-style-type: none"> • Parent conference • 2-day suspension • ADAS program • Student Assistance Counselor Referral • Counselor notification • Police referral <p>Subsequent Occurrences:</p> <ul style="list-style-type: none"> • Parent conference • Student Assistance Counselor referral • Police referral • 10 day suspension • Counselor notification • Recommendation for expulsion
<p>ELECTRONIC DEVICES</p> <p>Students are extended the privilege of possessing electronic devices 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 stu-</p>	<p>1st Occurrence:</p> <p>One or more of the following:</p> <ul style="list-style-type: none"> • Parent conference • Warning • Police notification

<p>dent arrives on campus until the end of the school day. (Examples of electronic devices include, but are not limited to cell phones, iPods, pagers, etc.)</p>	<p>Subsequent Occurrences: One or more of the following:</p> <ul style="list-style-type: none"> • Parent conference • Confiscation • 1-5 day PMA/AMA/SS or suspension • Police referral
<p>FAILURE TO SERVE DEAN'S DETENTION(S), TEACHER DETENTIONS OR PMA/AMA</p>	<p>For All Occurrences: One or more of the following:</p> <ul style="list-style-type: none"> • Parent notification • 1-10 days PMA/AMA/SS or suspension
<p>FAILURE TO SERVE SATURDAY SCHOOL The Saturday School Program provides an alternative for certain infractions when deemed appropriate by the administration. This alternative allows the student to remain in classes to take full advantage of educational opportunities. This alternative is a program held on Saturday mornings.</p>	<p>1st Occurrence:</p> <ul style="list-style-type: none"> • 1 day suspension <p>2nd Occurrence:</p> <ul style="list-style-type: none"> • 1 day suspension • Loss of privileges to be determined by administrator. (Examples include, but are not limited to: loss of parking privileges, loss of full period lunch, loss of unscheduled 1st or 8th period, limited access to passing periods, withholding hall passes, withholding morning or after school bus time, limiting or revoking participation in co-curricular/extra curricular activities, limiting or revoking attendance at dances, athletic events and/or other student gatherings, limiting or revoking participation in field trips, etc.) <p>Subsequent Occurrences:</p> <ul style="list-style-type: none"> • 1-10 days suspension
<p>FALSE FIRE ALARM False fire alarm means tampering with or activating an alarm for a purpose other than the intended purpose of the alarm.</p>	<p>For All Occurrences:</p> <ul style="list-style-type: none"> • Parent conference • 10-day suspension • Police referral • Recommendation for expulsion
<p>FALSIFYING INFORMATION, FORGERY, MANIPULATION OF ATTENDANCE Attempting to represent a parent/guardian through phone call or writing or the altering/forging of passes, notes from teachers or parents, or other school/school related documents (ex. Doctor's notes).</p>	<p>For All Occurrences: One or more of the following:</p> <ul style="list-style-type: none"> • Parent conference • 1-5 day PMA/AMA , SS or suspension • Expulsion warning • Recommendation for expulsion

<p>FIGHTING</p> <p>Any action a student takes to inflict physical contact may be considered fighting – including, but not limited to, self-defense.</p>	<p>For All Occurrences: One or more of the following:</p> <ul style="list-style-type: none"> • Parent conference • 1-10 day PMA/AMA or suspension • Loss of privileges to be determined by administrator. (Examples include, but are not limited to: loss of parking privileges, loss of full period lunch, loss of unscheduled 1st or 8th period, limited access to passing periods, withholding hall passes, withholding morning or after school bus time, limiting or revoking participation in co-curricular/extra curricular activities, limiting or revoking attendance at dances, athletic events and/or other student gatherings, limiting or revoking participation in field trips, etc.) • Police referral • Expulsion warning • Recommendation for expulsion
<p>FIREWORKS: USE, POSSESSION, OR DISTRIBUTION OF FIREWORKS</p>	<p>For All Occurrences: One or more of the following:</p> <ul style="list-style-type: none"> • Parent conference • 1-10 day suspension / PMA/AMA/SS • Police referral • Recommendation for expulsion
<p>FOX VALLEY CAREER CENTER TRANSPORTATION POLICY</p> <p>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 <i>Center</i>, 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 otherwise. Passengers are not permitted except for the designated instances when it is necessary. At the discretion of the home school principal or FVC director certain justifiable exceptions may be granted. This policy is in effect for all participating schools where students are normally bused to the Center.</p>	<p>Violations of the transportation policy will result in the following action to the driver/or passenger:</p> <p>1st Occurrence:</p> <ul style="list-style-type: none"> • 1-5 day suspension <p>2nd Occurrence:</p> <ul style="list-style-type: none"> • Parent conference with principal • 1-5 day suspension <p>3rd Occurrence:</p> <ul style="list-style-type: none"> • Student dropped from Fox Valley Class

<p>GAMBLING</p> <p>Participating in games of chance for the purpose of exchanging money or something of value.</p>	<p>1st Occurrence: One or more of the following:</p> <ul style="list-style-type: none"> • Parent notification • Detention • 1-10 day PMA/AMA/SS or suspension <p>Subsequent Occurrences: One or more of the following:</p> <ul style="list-style-type: none"> • Parent notification • 1-10 day suspension • Police referral
<p>GANGS, GANG RELATED ACTIVITIES AND SECRET SOCIETIES</p> <p>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 District 303'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. Gangs also foster anti-social behaviors, attitudes, and practices which may endanger the health, safety, and welfare of our students. Suspension or expulsion is mandated for gang membership, a promise to join a gang or solicitation of membership in a gang Through any means such as pagers, cell phones, blogs, online message services, etc. Therefore, students are prohibited from participating in any activity related to a gang or secret society while on school property, riding school buses or while attending school sponsored events.</p>	<p>Disciplinary action may include, depending on the nature of the conduct, any of the following:</p> <p>1st Occurrence: One or more of the following:</p> <ul style="list-style-type: none"> • Warning • Parent conference • Detention • PMA/AMA/SS • 1-10 day suspension • Police referral • Expulsion warning • Recommendation for expulsion <p>Subsequent Occurrences: One or more of the following:</p> <ul style="list-style-type: none"> • Parent conference • 1-10 day suspension • Police referral • Expulsion warning • Recommendation for expulsion
<p>HATS/HEAD COVERINGS</p> <p>The wearing of hats/head coverings (for affiliation or fashion) is not permitted in school. Hats and head coverings should be left in the locker and may not be worn in school from the beginning of the day until the end of the day.</p>	<p>1st Occurrence: One or more of the following:</p> <ul style="list-style-type: none"> • Warning and confiscation • Detention <p>Subsequent Occurrences:</p> <ul style="list-style-type: none"> • Parent notification • PMA/AMA or SS

<p>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.</p>	<p>For All Occurrences: One or more of the following:</p> <ul style="list-style-type: none"> • Warning • PMA/AMA/SS • 1-5 day suspension
<p>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:</p> <ul style="list-style-type: none"> • 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 • Any behavior that is accusatory • Other 	<p>1st Occurrence: One or more of the following:</p> <ul style="list-style-type: none"> • Parent conference • 1-10 day PMA/AMA/SS or suspension <p>Subsequent Occurrences: One or more of the following:</p> <ul style="list-style-type: none"> • Parent conference • 1-10 day PMA/AMA/SS or Suspension • Expulsion warning • Recommendation for expulsion
<p>GROSS INSUBORDINATION Gross insubordination occurs when a student refuses a directive resulting in the endangerment of the health/safety/well-being of self or others. (Examples of gross insubordination include, but are not limited to refusal to be searched, students whose behavior exhibits aggressiveness, volatility and recklessness toward staff, students and school property.)</p>	<p>For All Occurrences: One or more of the following:</p> <ul style="list-style-type: none"> • 10 day suspension • Expulsion warning • Recommendation for expulsion
<p>LUNCH VIOLATION Any behavior that detracts from or disrupts the lunchroom environment. Any behavior that is discourteous, rude, insolent, deceptive, or otherwise fails to show appropriate regard for the personal dignity of another.</p>	<p>1st Occurrence: One or more of the following:</p> <ul style="list-style-type: none"> • Parent conference • 1-5 days AMA/PMA/suspension <p>2nd Occurrence:</p> <ul style="list-style-type: none"> • Parent conference and 5 days AMA/PMA/ suspension <p>Subsequent Occurrences: One or more of the following:</p> <ul style="list-style-type: none"> • Parent conference for re-entry • 1-10 days suspension • Expulsion warning • Recommendation for expulsion

<p>MOB ACTION/RIOT The use of force or violence disturbing the public peace by two or more persons acting together and without authority.</p>	<p>For All Occurrences: One or more of the following:</p> <ul style="list-style-type: none"> • Parent conference • 1-10 day suspension • Police referral • Expulsion warning • Recommendation for expulsion
<p>NORRIS RECREATION CENTER VIOLATION High School Only Student use of the center during school hours is limited to scheduled P.E. classes only, using it as a passage or hallway is not permitted. Use of the center by students before and after school will be limited to members and paying guests. The exercise rooms and adult locker room (including whirlpool and sauna) are not available to students at any time during the school day.</p>	<p>1st Occurrence: One or more of the following:</p> <ul style="list-style-type: none"> • Parent notification • 1 day PMA/AMA/SS or suspension • Restitution of fee <p>Subsequent Occurrences:</p> <ul style="list-style-type: none"> • Parent conference • Progressive PMA/AMA/SS or suspension • Restitution of fee
<p>ON CAMPUS WHEN SUSPENDED The unauthorized presence of a student on any District #303 campus during the period of his/her suspension/expulsion.</p>	<p>For All Occurrences: One or more of the following:</p> <ul style="list-style-type: none"> • Parent notification • 1-10 day suspension • Police referral
<p>PHYSICAL ASSAULT ON STAFF For school purposes, “assault” includes a physical attack by one person, or a group of persons, upon another person who does not wish to engage in the conflict and who has not provoked the attack. Anyone who encourages or directs another to commit an assault may be subject to the same disciplinary action as is the person who commits the assault.</p> <p>The threat or use of physical force by a student is not reasonable (i) when made in response to verbal provocation alone, (ii) when assistance from the school staff member is a reasonable alternative, or (iii) when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.</p>	<p>For All Occurrences:</p> <ul style="list-style-type: none"> • 10-day suspension • Parent conference • Police referral • Recommendation for expulsion

<p>PHYSICAL ASSAULT ON STUDENTS</p> <p>For school purposes, “assault” includes a physical attack by one person, or a group of persons, upon another person who does not wish to engage in the conflict and who has not provoked the attack. Anyone who encourages or directs another to commit an assault may be subject to the same disciplinary action as is the person who commits the assault.</p> <p>The threat or use of physical force by a student is not reasonable (i) when made in response to verbal provocation alone, (ii) when assistance from the school staff member is a reasonable alternative, or (iii) when the degree of physical force used is disproportionate to the circumstances or exceeds that necessary to avoid injury to oneself or to others or to preserve property at risk.</p>	<p>For All Occurrences: One or more of the following:</p> <ul style="list-style-type: none"> • Parent conference • PMA/AMA/SS • 1-10 day suspension • Police referral • Expulsion warning • Recommendation for expulsion
<p>PROFANITY AND VULGARITY</p> <p>Recommended Definition: Language, written or spoken, objects and/or gestures that are obscene, abusive, inappropriate, or discriminatory and/or that can be found to be offensive to the commonly accepted standards of decency.</p>	<p>1st Occurrence: One or more of the following:</p> <ul style="list-style-type: none"> • Parent conference • 1-5 day PMA/AMA/SS or suspension <p>Subsequent Occurrences: One or more of the following:</p> <ul style="list-style-type: none"> • Parent conference • 1-10 day PMA/AMA/SS or suspension
<p>PUBLIC DISPLAY OF AFFECTION</p> <p>PDA is defined as displays of affection that are embarrassing or offensive to other students and adults.</p>	<p>1st Occurrence:</p> <ul style="list-style-type: none"> • Conference and parent notification <p>Subsequent Occurrences: One or more of the following:</p> <ul style="list-style-type: none"> • Parent notification • 1-5 day PMA//AMA/SS/suspension
<p>SAFETY VIOLATION</p> <p>Conduct that endangers the safety of self or others (includes but is not limited to carrying lighters, matches, sharp objects, knives, horseplay, pranks, etc.)</p>	<p>For All Occurrences: One or more of the following:</p> <ul style="list-style-type: none"> • Parent conference • Loss of privileges to be determined by administrator. (Examples include, but are not limited to: loss of parking privileges, loss of full period lunch, loss of unscheduled 1st or 8th period, limited access to passing periods, withholding hall passes, withholding morning or after school bus time, limiting or

	<p>revoking participation in co-curricular/extra curricular activities, limiting or revoking attendance at dances, athletic events and/or other student gatherings, limiting or revoking participation in field trips, etc)</p> <ul style="list-style-type: none"> • 1-5 day detention • 1-10 day PMA/AMA/SS or suspension • Police referral • Expulsion warning • Recommendation for expulsion
<p>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.</p> <ul style="list-style-type: none"> • Any sexual advance by a student toward an employee or another student. • Any request by a student to any employee/student for sexual favors from the employee/student. • 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. • 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 employee/student. The determination of whether the conduct of a student is intimidating, hostile or offensive is made by the school administration. 	<p>1st Occurrence: One or more of the following:</p> <ul style="list-style-type: none"> • Parent conference • 1-10 day PMA/AMA/SS or suspension • Police referral • Expulsion warning • Recommendation for expulsion <p>Subsequent Occurrences: One or more of the following:</p> <ul style="list-style-type: none"> • Parent conference • 1-10 day suspension • Police referral • Expulsion warning • Recommendation for expulsion

Any student of District 303 who is determined, after an investigation, to have engaged in sexual harassment in violation of this policy will be subject to disciplinary action, including suspension and expulsion consistent with the Discipline Policy.

False accusations regarding sexual harassment will not be tolerated. Any person knowingly making a false accusation will be subject to disciplinary action.

District 303 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, proceeding or hearing related to sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

STUDY HALL TARDIES AND TRUANCY

1st Occurrence:

- 1 day detention for each occurrence

Subsequent Occurrences:

- 1-5 day PMA/AMA/SS or suspension
- **Loss of privileges** to be determined by administrator. (Examples include, but are not limited to: loss of parking privileges, loss of full period lunch, loss of unscheduled 1st or 8th period, limited access to passing periods, withholding hall passes, withholding morning or after school bus time, limiting or revoking participation in co-curricular/extra curricular activities, limiting or revoking attendance at dances, athletic events and/or other student gatherings, limiting or revoking participation in field trips, etc)

THEFT OR POSSESSION OF LOST/STOLEN ARTICLES

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

For All Occurrences:

One or more of the following:

- Parent conference
- 1-10 day suspension
- Complete restitution
- Police referral
- Expulsion warning
- Recommendation for expulsion

<p>THREAT, INTIMIDATION, BULLYING, EXTORTION OR HARASSMENT</p> <p>Includes but is not limited to derogatory comments related to racial, ethnic, cultural or religious backgrounds, cyber bullying.</p>	<p>For All Occurrences: One or more of the following:</p> <ul style="list-style-type: none"> • Parent conference • Warning • 1-10 day PMA/AMA/SS or suspension • Police referral • Expulsion warning • Recommendation for expulsion
<p>TOBACCO PRODUCTS: SMOKING / USE OR POSSESSION ON CAMPUS OR AT SCHOOL SPONSORED ACTIVITIES</p> <p>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.</p>	<p>1st Occurrence: One or more of the following:</p> <ul style="list-style-type: none"> • Parent conference • Police referral • 1-day PMA/AMA/SS • 1 Day suspension <p>Subsequent Occurrences:</p> <ul style="list-style-type: none"> • Police referral • 3 Day suspension
<p>VERBAL CONFRONTATION</p> <p>A face-to-face hostile disagreement resulting in one or more individuals feeling fearful, belittled, intimidated or disrespected.</p>	<p>1st Occurrence: One or more of the following:</p> <ul style="list-style-type: none"> • Parent conference • PMA/AMA/SS or suspension <p>Subsequent Occurrences: One or more of the following:</p> <ul style="list-style-type: none"> • Parent conference • PMA/AMA/SS or 1-10 day suspension • Expulsion warning • Recommendation for expulsion
<p>WEAPONS</p> <p>Possessing, selling, distributing, making, receiving, seeking, the sale or trade of, or using any firearm*, knives, or other object which may reasonably be considered a weapon or a look-alike weapon/ firearm.</p> <p><i>* 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.</i></p>	<p>For All Occurrences:</p> <ul style="list-style-type: none"> • Parent conference • 10-day suspension • Police referral • Recommendation for expulsion for a period not less than one year

BUS GUIDELINES FOR DISCIPLINARY ACTION

To ensure bus safety, District 303 reserves the right to periodically use video recording devices (including audio recording) on a random selective basis as a tool to monitor and document student behavior.

Driver's Procedure:

Inform students of regulations of conduct. If no cooperation exists after talking to students, Drivers shall originate a Student Safety Warning Violation Notice. If a situation continues to exist, the driver will then originate a Bus Misconduct form to the proper administrator for further disciplinary action.

Parent/Guardian Procedure

Parent/Guardian shall sign and return the notice to the bus driver.

GENERAL MISCONDUCT:

Definitions:

Including, but not limited to:

- Hitting, kicking, or shoving
- Throwing of any objects
- Yelling
- Spitting on the floor or at other students
- Eating on the bus
- Teasing, tormenting, or being a general nuisance
- Causing a confusion or uproar
- Lowering of window below the safety mark
- Refusing to sit (3) to a seat
- Use of profane language on the bus
- Insubordination to the driver
- Refusing to stay seated
- Sticking hands/head out window
- Unsafe loading/unloading
- Cell phone use
- Excessive public display of affection
- Refusing to accept Safety Warning Violation Notice

Disciplinary Actions:

- 3rd Student Safety Warning Violation Notice, 3-day bus suspension
- 4th Student Safety Warning Violation Notice, 5-day bus suspension
- 5th Student Safety Warning Violation Notice, 10-day bus suspension
- Subsequent Student Safety Warning Violation Notice, Loss of Bus Riding Privileges

GROSS MISCONDUCT

Definition:

Including, but not limited to:

- Fighting
- Destroying, marring, damaging or tampering with bus equipment
- Smoking, lighting matches or a lighter
- Possession of harmful objects
- Throwing objects in, out of, or at the bus
- Hanging on to the outside of the bus
- Any other safety violation

Disciplinary Actions

"Report of Bus Misconduct" form for immediate suspension from the bus. Length of bus suspension to be determined by the Principal/Designee and the Director of Transportation.

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 offense.

7:240 HIGH SCHOOL CODE OF CONDUCT

STATEMENT OF PHILOSOPHY The Board of Education recognizes that participation in school activities is a privilege. Students participating in sports or extracurricular activities are expected to be an honorable representative of District 303 at all times in appearance, language, conduct and attitude. District 303 strongly discourages students from attending parties and other functions where behavior may jeopardize their individual, team, or organization's reputation. When rules are violated, students will be held 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.

Decisions regarding penalties for code violations rest with the Athletic Director and/or the Assistant Principal for Student Activities. Decisions are final.

Based on the above the following expectations are that:

- 1 Participants shall not possess, actively seek, solicit, supply or be under the influence of tobacco, alcohol, steroids, illegal drugs, look-alike drugs, or possess drug-related paraphernalia. (Category A)
- 2 Participants shall practice good citizenship in all environments respecting the property and the rights of others. (Category B)
- 3 Participants are held accountable for rules outlined in the Code of Conduct as well as by the coach/advisor.

VIOLATION PENALTIES

Once verified through a police report/arrest, dean's referral or a voluntary admission, a conference including the student 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 CLAUSE

Within 72 hours, in the absence of verifiable evidence or before just cause suspicion of any violation, the student may voluntarily admit the infraction to the Athletic Director and/or the Assistant Principal. Participation will be uninterrupted when it can be verified that he/she has enrolled and is actively participating in a school recognized substance abuse program. The student must complete the program. A voluntarily admitted code violation may be applied only once.

CATEGORY "A" VIOLATIONS

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

1ST OFFENSE

The participant will be suspended from 50 percent of scheduled contests/events (this also includes post-season tournaments) and must successfully complete a substance abuse

program recognized by the school at the participant's own expense (failure to enroll in, or successfully complete the program will result in loss of eligibility to participate in sports or extra curricular activities). During this period, the participant may practice or attend meetings. If the 50 percent suspension 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 all of the following three (3) conditions are fulfilled:

- 1 The student and parents request, within 5 school days of the violation ruling, that they wish to avail themselves of the "service learning" option.
- 2 Within 6 weeks, the student successfully completes a "service learning" component.
- 3 At the participant's expense, the student successfully completes a school recognized substance abuse program.

2ND OFFENSE

The participant is suspended from competition for one calendar year and may not practice. The participant must attend a substance abuse program recognized by the school at the participant's own expense.

3RD OFFENSE

Eligibility is terminated immediately for the remainder of the student's high school career.

CATEGORY "B" VIOLATIONS

DEFINITION

When a participant violates the rights or property of others, or demonstrates inappropriate conduct which results in any of the following: a disciplinary action by the dean's office, a police report, or an arrest.

1ST OFFENSE

A violation will result in a suspension of up to 50 percent of the scheduled contests/events (this also includes post season tournaments). During this period, the participant may practice or attend meetings. If the suspension continues past the conclusion of the season, the penalty will be enforced at the beginning of the next season of participation.

2ND OFFENSE

The participant is suspended from competition and/or extracurricular activities for one calendar year and may not practice.

The penalty of one calendar year may be reduced to 50 percent if the following two (2) conditions are met:

- 1 The student and parents request, within 5 school days of the violation ruling, that they wish to avail themselves of the school approved program option.
- 2 The student successfully completes the school approved program.

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 Revised on February 24, 2005 Adopted on May 8, 2005

Adopted on August 19, 1991 Revised on August 9, 1993 Revised on October 14, 1997
Revised on May 27, 2003 Revised on February 24, 2005 Adopted on May 8, 2005