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## **Chapter 1-Introductory Information and General Notices**

### **Introduction**

In order to operate a school system efficiently, it is necessary that all students abide by the policies and procedures developed by the administration and staff. The handbook is only a summary of board policies governing the district and the complete file of board policies are available to the public at the district office.

This handbook is intended as a guide to acquaint students and parents with the policies and procedures of Somonauk Public Schools. All students and parents need to be familiar with the policies and regulations as established by the Board of Education and the District's administration. All students as appropriate given age and maturity and all parents are required to read and understand the provisions of this Handbook. Failure to read the Handbook does not excuse violations of Board or administration policies and procedures contained in the Guide. In addition, the Student/Parent Handbook may be amended during the year without notice but we will provide parents and students with any changed provisions and an updated copy of the Handbook is available on the District's website.

The Board Policies that are included in this handbook provide important information and should be reviewed by both parents and students. A complete copy of Board Policies can be found on our website.

Somonauk Community Schools are **Safe School Zones**. *This means that possible criminal penalties are severely increased for activities such as gang recruitment, and the possession, use, or sale of drugs and/or weapons while at or near school.*

If you have any questions concerning the material in this handbook, please feel free to call the administration at Somonauk High School at (815) 498-2314.

### **Mission, Vision, and Guiding Principles**

**Mission:** A school community that will work together to ensure all children reach success in learning and life.

**Vision:** Challenge, Connect, Next Level Ready

**Guiding Principles:**

- Committed to continuous improvement and growth
- Provide a safe, respectful and inclusive school-community environment
- Challenging, relevant curriculum
- Continuous, professional enrichment
- Purposeful integration of technology
- Promote productivity, caring, and citizenship in our students
- Promote innovation
- Strong home and community partnerships
- Engaged learning
- Fiscal responsibility
- Communicate effectively

**Visitors**

We welcome visitors. If you would like to visit school please make arrangements in advance through the principal's office. An appointment is required. The District reserves the right to limit or reject visitations or appointments if such appointments are disruptive to the educational process. Please enter the front door by the office, and ring the doorbell, sign in, provide a driver's license, and obtain a visitor badge. Safety and security in our schools is a priority, therefore staff will ask visitors to report to the office if not wearing a badge.

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

**Equal Opportunity and Sex Equity**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

**Sex Equity Grievance Procedure**

1. Any individual alleging that the School District has discriminated against a student or students on the basis of their sex ("Grievant") may file a grievance.
2. The grievance must be filed in writing with the Superintendent or his/her designee within seven (7) calendar days of the occurrence of the incident giving rise to the grievance and must contain a detailed description of the facts giving rise to the grievance.

3. The Superintendent or his/her designee shall respond in writing to the grievance within thirty (30) calendar days of receipt of the grievance.
4. The Grievant may appeal the Superintendent's decision to the Board of Education by filing a written appeal with the Board's Secretary within seven (7) calendar days of the Superintendent or his/her designee's decision.
5. The Board shall render its decision within sixty (60) calendar days of its receipt of the appeal.
6. The Grievant may appeal the Board's decision to the Regional Superintendent of the appropriate Regional Office of Education.
7. The Grievant may appeal the decision of the Regional Superintendent to the State Superintendent of Education.

### **Animals on School Property**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

### **School Volunteers**

All school volunteers must complete the "Volunteer Information Form" and be approved by the building principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

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

### **Invitations & Gifts**

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be done outside of school hours. The office is unable to release addresses and phone numbers of students.

### **Treats & Snacks**

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

### **Emergency School Closings**

Occasionally, weather or other unforeseen situations may cause school to close in order to ensure student safety. The following procedures are in place at such times:

Morning closing - The roads are traveled at 5:00 a.m. to check their conditions for the buses. If school is to be closed, the electronic communication program will be initiated and listed radio stations are notified.

Closing during school day - Reports concerning road conditions are sought from authorities during severe weather. In the event that school must be closed early, the School Messenger program will be initiated and radio stations will be called. This is usually a case where time and telephone service is sorely needed so **PLEASE DO NOT CALL SCHOOL** as our lines are tied up making necessary arrangements for returning your children home safely. Working parents should make arrangements with friends or neighbors to cover such emergency situations.

School closing information will be posted on the district website, social media and an automatic phone call will be generated once a decision is finalized.

### **Video & Audio Monitoring Systems**

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

### **Accommodating Individuals with Disabilities**

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

### **Students with Food Allergies**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the district nurse at (815) 498-2314.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

### **Care of Students with Diabetes**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal.

Parents/guardians are responsible for and must:

- Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- Sign the Diabetes Care Plan.
- Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the district nurse.

### **Suicide and Depression Awareness and Prevention**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

## **Chapter 2-Attendance, Grades and Graduation**

### **Attendance**

Illinois law requires that whoever has custody or control of any child between six (by September 1<sup>st</sup>) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

### **School Hours**

Students may enter the building at 7:45 a.m. and must leave the building by 3:15 p.m. through the main doors. Teachers may give permission to arrive earlier *or stay later* for meetings if the student is involved in a supervised extra-curricular activity, is receiving help from a teacher, or is serving a detention.

### **Tardy to School**

All students should be in their respective classrooms by the start of the school day. Those students who arrive late to school must report to the office to sign in. Students who have been detained by school personnel should ask for a written note before going to class. Excessive unexcused tardies may result in additional consequences.

### **Leaving the Building during School Hours**

All students who leave the building, for any reason, during the school day must sign out in the main office.

1. Students who feel that they are ill must report to the office.
2. Students may use the office phone or a cell phone to contact parents/guardians but must receive permission from the office prior to making contact during the school day
3. When returning to the building, students are required to sign back in.
4. Students not following this procedure will be considered unexcused when they return.
5. Students will not be allowed to leave school to pick up personal items that are left at home (homework, uniforms, medicine, etc.)

### **Student Absences**

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the building principal.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal.

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

In the event of any absence, the student's parent/guardian is required to call the school at 498-2314 before 9:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 11:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

### **Release Time for Religious Instruction/Observance**

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).



### **Family Vacations**

From time-to-time it may be necessary for students to be absent from school so that they might go with their parents for a family vacation. While the district understands the need for this to be done on some occasions, parents should realize that being absent from school disrupts the learning process. Students may miss valuable experiences and teacher instruction that is impossible to duplicate. This may severely impact the student's grades. Parents should be aware that teachers will not be expected to provide substantial periods of extra help time for students missing school for family vacation. Every effort should be made to limit family vacation to a maximum of five (5) student attendance days. These prearranged absence days will be included in the child's ten (10) total excused absence days. The following guidelines shall be used with regard to such situations:

Students who go on vacation for more than two days when school is in session must get the absence approved ahead of time by the principal in order to receive an excused absence. Failure to get this approval will result in an unexcused absence. Once approval has been granted, the student must present the approval form, signed by the principal, to each of his/her teachers at least two days before the vacation. Students will be given as much work as possible before leaving for vacation. It is the student's responsibility to complete all assigned work, turn in completed work, and be prepared for any forms of assessment upon returning to school.

Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit.

### **Attendance Policies**

All SHS students are allowed ten (10) total school absences per calendar year. After ten (10) absences, to excuse each absence thereafter, a physician's note stating specific medical reasons for the student's absence will be required within 24 hours of the student's return to school. While seeking a medical excuse, the student's parent or guardian must still comply with absent notification procedures. Should a parent or guardian choose not to secure a medical excuse, the absence will be considered unexcused. Medical notes must be signed by a doctor and state specific days that a student is to be excused from school.

Extreme or unusual circumstances, or absences due to a school related function, will be evaluated on a case-by-case basis by the building administrator.

- Attendance letters will be sent home to parents after 5 absences and again after 10 absences (excused or unexcused)
- At 10 absences (excused/unexcused): All future absences will require a doctor's note in order to be excused. Absences would also be considered excused if evaluated by school nurse.
- Upon the 5<sup>th</sup> unexcused Absence: Referred to DeKalb ROE Truancy Division.

### **Attendance: School Activities**

In order to participate in an after school activity, the student must be in attendance for at least a half day. A student who leaves school because of an illness will not be allowed to participate.

Students are reminded that they are to abide by ALL Somonauk School rules and regulations at all school-sponsored events both at home and away from the school.

### **College Visit/Job Shadowing Days**

Seniors may speak to representatives from various universities and schools during their advisory period with the Counselor's permission. College Day/Job Shadowing Students will be allowed five college/job shadowing days total to be used during their junior and senior years at the discretion of the principal/ guidance counselor. Prior permission from the guidance counselor or principal is required and must be given at least **five** school days before the visit. Students are to visit schools with their parents or guardian whenever possible. Before any college visit/job shadowing, a request for absence form must be completed. Any students who have not followed the above-specified procedure will be unexcused for their absence. It is suggested that seniors visit universities or colleges on days when Somonauk High School is not in session.

### **College Required Testing**

Any student required to take college or service testing during the school day must receive prior permission from the counselor at least five school days before the test. Students not following this procedure will be unexcused for their absences.

### **Truancy**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

### **Make-Up Work**

Students with an excused absence for one day (except for vacations) have one school day to make-up the work. For example, if the student misses school on Monday, the make-up work is

due on Wednesday. Students with an excused absence for two consecutive days have two school days to make-up the work. In this case, if the student misses school on Monday and Tuesday, the make-up work is due on Friday. Students with an excused absence of three or more consecutive days have three days to make-up the work; if they feel they need more time, they must arrange it with the teacher. If another excused absence occurs before the make-up work due date, the work is still due on the original make-up due date unless the student makes other arrangements with the teacher. This work is to be completed outside of the classroom and then turned in. Absences due to the death of an immediate family member will be given special considerations in regard to making up work.

If a student misses school for one day, and a test of which the student was aware was scheduled on that day, it is reasonable to expect the student to take the test the day he/she returns. The same applies to any assignment that had a long-term due date like a research paper, lengthy essay, book report, project, etc. It is reasonable to expect the student to turn in such assignments on the day he/she returns.

Some parents contact the school for homework when their child is absent. We ask parents to make such requests by 9:00 a.m. to allow adequate time to contact teachers and collect the necessary books. Homework will only be prepared for students who miss two or more days.

If it is necessary to give an Incomplete at the end of a grading period, the teacher should supervise and have the student complete the work or make the determination to change the incomplete work to a failing grade. It is totally unacceptable to permit an Incomplete to remain from one grading period to the next. It is the responsibility of the student to make contact with his/her teachers for back assignments.

### **Grading**

Paper copies of report cards will only be mailed upon parent request at the end of a grading period. Student grades are also accessible online using the online passwords provided. For the week prior and after the end of a grading period, teachers will be calculating all final grades and verifying for accuracy, so access to online grades will be limited during that time.

#### **To access your student's grades using Teacherease:**

- Visit [www.somonauk.net](http://www.somonauk.net)
- Under the 'Parents' tab, click on 'Teacherease'
- Your username is your email and your password is a self-generated password.
- Once you log in, your dashboard will provide you with several options including but not limited to: grades, attendance, payments, and emailing functions
- Click on the 'grades' icon to see your student's grades. Clicking on each individual grade will provide you with a detailed description of each course grade

**Please call the SHS office at 815-498-2314 with any Teacherease questions.**

### **Grading: Extra Credit Policy**

The Somonauk Learning Community strives to report grades that most accurately report student achievement. We recognize that extra credit can misrepresent student achievement. Extra credit is defined as any student work or activity that adds value to a grade without being averaged in to the overall grade. As a result, extra credit will not be given to students. Teachers may provide alternate opportunities for students to demonstrate mastery of their skills.

\*Definition of extra credit derived from the book, A Repair Kit for Grading 15 Fixes for Broken Grades by Ken O'Connor 2007

### **Homework**

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

### **Cheating/Academic Integrity**

Cheating as defined by Miriam Webster's Dictionary is "to deprive of something valuable by the use of deceit or fraud, to influence or lead by deceit, trick, or artifice, to elude or thwart by or as if by outwitting."

Plagiarism is defined as "an act or instance of plagiarizing; something plagiarized. It also means to steal and pass off (the ideas or words of another) as one's own; use (another's production) without crediting the source. To commit literary theft: present as new and original an idea or product derived from an existing source."

Consequences for Plagiarism and/or Cheating (may include the following):

- Parents will be notified of the academic misconduct by the teacher for each offense.
- Students can be required to do another similar replacement assignment or exam to demonstrate accurate evidence of learning, or they can be required to retake or resubmit the work. If retaking or resubmitting the work is allowed, the student must complete any work on his/her own time.
- Students may receive a Saturday detention as punishment for their behavior of cheating/plagiarizing.
- Participation in extracurricular activities may be suspended until the issue has been fully resolved to the satisfaction of the Administration/Athletic Director.
- Repeated acts of plagiarism or cheating may result in a student receiving a failing grade for the assignment and could result in additional disciplinary consequences as determined by the building principal including but not limited to: Saturday detention, in-school, or out-of-school suspension.

Students who assist/enable students to cheat and/or plagiarize may receive similar consequences.

\*Excerpts of consequences taken from Marshall Middle School's Academic Integrity Policy in Marshall, WI

### **Exemption from Physical Education Requirement**

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

- A student in grades 9-12 may submit a written request to the building principal requesting to be excused from physical education courses because of the student's ongoing participation in an interscholastic or extracurricular athletic program. The building principal will evaluate requests on a case-by-case basis.
- Students with an Individualized Education Program may also be excused from physical education courses for reasons stated in Chapter 10: Special Education.
- Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.
- State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.
- Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:
  1. The time of year when the student's participation ceases; and
  2. The student's class schedule.

### **Home and Hospital Instruction**

A student who is absent from school, or whose physician, physician assistant or advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction before (1) the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction, and (2) for up to 3 months after the child's birth or a miscarriage.

For information on home or hospital instruction, contact the Director of Student Services.

### **Graduation: Ceremony**

Participation in the graduation ceremony is a privilege reserved for students who have attained graduate status. As indicated in **Board Policy number 6.300**, a student with a disability who has completed 4 years of high school at the end of a school year, and who is to receive certain services beyond the student's 4 years of high school, may participate in the school's graduation ceremony of the student's high school graduating class and receive a certificate of completion.

Dress code requirements for students who participate in the graduation ceremony are: dress shoes, dress pants, collared shirt and tie for males, dress shoes, dress pants, skirt or dress for females. Those who do not abide by the aforementioned dress code will not be able to participate in the graduation ceremony.

### **Graduation: Credit for Alternative Courses and Programs, and Course Substitutions**

Students will acquire the credits needed for graduation in courses taken at Somonauk High School. In general, students will be allowed to earn up to three credits from outside agencies. Outside agencies are defined as other public or private schools, correspondence schools, evening schools, and on-line schools. There will be the following exceptions to the three-credit policy:

1. Transfer Students – Students who transfer to Somonauk from another school that is certified and recognized by the Illinois State Board of Education shall be able to transfer the credits earned at that institution. The transcript must show that credit was awarded by that institution.
2. Correspondence Courses – Students attending Somonauk Schools may apply for credit earned through correspondence courses in accordance with board policy. In special cases where a student is temporarily a nonresident of the District, it shall be within the discretion of the Principal to determine the number of credits earned through correspondence courses that shall be accepted. The student should have the courses and institution approved by the principal before course work is begun. The institution must be recognized by the Illinois State Board of Education. In cases where the courses were not pre-approved, the principal will judge the acceptance of credit based on material covered, testing procedure and length of time spent on course work.
3. Evening School - Somonauk High School will accept one credit per academic year earned through evening school and a maximum of three credits so earned may be applied toward the credits required for graduation. Whenever possible, these courses should be approved before course work is begun. The institution must be recognized by the Illinois State Board of Education. In cases where the courses were not pre-approved, it shall be within the principal's discretion to determine which credits shall be accepted.
4. On-line courses - Somonauk High School will accept credit for on-line course work. The institution providing the on-line work must be certified by the Illinois State Board of Education. Students may not select a course that is taught at Somonauk High School. Students need to get the on-line course approved by the principal **BEFORE** they enroll in the course. Students may earn three credits via on-line course work. Students wanting to earn more than three credits must petition the Principal and the Principal will decide on a case by case basis.

**All costs associated with these outside agencies are the responsibility of the student and/or his/her parents/guardians.**

**Students may earn up to 3 credits from outside agencies under the exceptions listed above.**

**Graduation: Early**

A student may be permitted to graduate with less than four (4) years of attendance from Somonauk High School as indicated in board policy 6.300.

**Graduation: Requirements**

Requirements for high school graduation are established by the Board of Education and reviewed periodically to determine need for changes, as well as compliance with state law. Credits which count toward graduation from the Somonauk High School begin accumulating during the ninth grade with the exception that students enrolled in high school classes during the eighth grade shall receive credit for the classes taken.

A student must carry a full class load, which is a minimum of seven classes per semester. Any deviation from this enrollment requirement must be recommended by the high school principal and/or guidance director and approved by the superintendent of schools. Students are encouraged to check with the guidance counselor for entrance requirements of a specific school, college or university that they desire to attend.

**Please refer to the Course Description Guide for specific requirements.**

## **Chapter 3-Student Fees and Meal Costs**

### **Fines, Fees, and Charges; Waiver of Student Fees**

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

- The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
- The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The Superintendent will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations; or



- When one or more of the parents/guardians are involved in a work stoppage.

The Superintendent will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

### **Lunch Period and Lunch Money**

Students may deposit lunch money into their accounts before school in the high school office.

All Student/Parent Handbook guidelines and rules apply to students during lunch.

- Students are allowed to bring beverages to school and keep them in their locker until lunchtime. Glass bottles are prohibited. Beverages are to be consumed in the cafeteria only.
- Restaurant food may not be delivered/brought to school for lunch.
- Objects, including but not limited to food, may not be thrown at any time on school property.
- Inappropriate language or behavior, such as but not limited to profanity, horseplay, inappropriate physical contact with or towards another student, or being disrespectful to other students or staff members is prohibited.
- Students are responsible for cleaning up after themselves in the cafeteria. At times students may be asked to help the staff with these responsibilities as well.
- Students are to remain in the cafeteria until their lunch period is over. If they need to leave the cafeteria, they are to receive permission from the lunchroom supervisor.
- Students are to conduct themselves in an appropriate manner as they would in any other school/classroom setting. Disciplinary action may be taken with violations of the Student/Parent Handbook, which may include, but is not limited to, detention(s), in-school(s), Saturday In-School(s), or Out of School Suspensions.
- Students may not leave the school grounds during lunch. Students must deposit lunch money into their accounts before school in the cafeteria.

## Chapter 4-Transportation, Parking, and Drop Off/Pick Up

### **Bus Transportation**

Students living one and one-half miles or more from school are transported by school bus. Buses may also transport students living within this one and one-half mile radius if hazardous conditions exist and if special permission is granted from the Board of Education. Buses will not travel private lanes.

1. If a student is at a location within the District, other than his or her residence, for child care purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the one and one-half miles from the school attended. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in daycare must be along the District's regular routes.
2. Requests from parents will be reviewed for those students needing to be transported to or from **ONE** alternative place other than their home on a **DAILY** basis for the school year. This means that requests for changes on a daily and weekly basis will **NOT** be honored (i.e. Monday, Wednesday, Friday to one-drop off point and Tuesday-Thursday to another drop-off point). This student **MUST** go to that alternative place every day.
3. **NO** notes changing student pick-up and drop-off places on a daily basis will be accepted.
4. Requests will **NOT** be honored for transportation of multiple students to an alternative place. For example, five students going to a babysitter on a different route than their home route.
5. Requests will not be honored for transportation of students on a one-time basis, such as playing at a friend's house or sleepovers.
6. All parent requests must be made two weeks prior to the first day of student attendance. The requests must be made to the building principal and approved by the building principal and the Director of Transportation. All requests will be reviewed and approved based on availability of space on that particular bus route. If during the school year, additional students move into the district and are added to their regular route and space availability changes on that bus route, the building principal and Director of

Transportation will notify the parent of the lack of space on that route for the requested alternative pick-up and drop-off.

7. Parent notes will NOT be accepted by drivers to make changes to a student's transportation.
8. Emergency situations will be reviewed by the building principal.

The transportation of students in a safe and efficient manner is of central importance to the school. Therefore, procedures as listed in Board Policy #7.220 will be followed.

### **Bus Conduct**

Students are expected to follow all schools when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Listen to and obey the driver.
2. Treat everyone with respect.
3. Stay in your seat; keep hands and feet to yourself.
4. Keep all belongings to yourself and leave others belongings alone.
5. Gum, candy, food, or drinks are not to be eaten on the bus.
6. Keep the bus clean and damage free.
7. Obey all other Policies and Procedures of the Board of Education.

### **Driving & Parking**

Visitor parking is available in the south parking lot located off of LaSalle drive.

1. Students **MUST** obtain a parking permit in the high school office **PRIOR** to driving to school. The student must be a registered student in the office before they can purchase a permit. The permit must be displayed in the vehicle at all times, or disciplinary action may be taken. The permit must be returned to the office at the end of the school year. The cost of a parking permit is \$75.00. A lost permit will have a replacement fee of \$10.00, which must be paid before a new one is issued or before the end of the year. If a permit is not returned or the fee paid the student will not be able to purchase a permit the following year.
2. We will only issue 132 parking permits. **Students must have a valid driver's license and proof of insurance to obtain a permit.** Once those permits have been issued we will no longer issue any additional permits. A waiting list will be established if necessary.
3. Students are not to sit in their automobiles once they enter the parking lot; nor are they to stand around in the parking lot. Students are not permitted to drive from school or be in their auto for any reason during the day without the permission of the principal.
4. Students are not allowed to smoke in their cars once they are on school property.
5. All student parking will be in the parking lot northeast of the school. Students are not permitted to park vehicles on the streets near or adjacent to the school. Vehicles that have been

parked elsewhere on school property or vehicles without registration may be ticketed, and possibly towed at the owner's expense.

6. Students may not drive to IVVC without the permission of the IVVC instructor, parent, and administration. If a student is given permission to drive to IVVC he/she must obtain a signed driving pass from IVVC; he/she may not take any passengers unless those passengers have also received permission from parents and administration.

7. The school is not responsible for your automobile or its contents.

8. Students are not allowed in the parking lot between 8:15 a.m. - 3:03 p.m., unless granted by the principal.

9. There is to be no speeding or reckless driving in the parking lot or school area.

10. Student vehicles may be subject to search when there is a reasonable cause to believe that a law or rule has been broken and that the search will reveal evidence of this violation.

11. Students are to immediately report to the office in writing any changes to their license plate number or vehicle.

12. Students who fail to follow the rules and regulations regarding driving and parking at school will have their driving privileges limited.

a. First Offense: Warning

b. Second Offense: Loss of Driving Privileges for One (1) Week

c. Third Offense: Loss of Driving Privileges for the Remainder of the Semester

**\*Parking fees will not be reimbursed as a result of loss of driving privileges**

13. All students who are driving are to **ENTER** and **LEAVE** the parking lot using **ROUTE 34 EXITS ONLY!!**

### **Student Drop Off/Pick Up**

Students can be dropped off at the south end of the building when arriving to school. Students should enter the building through door E (east side cafeteria) or door A (HS main entrance).

Students may be picked up at either the north end (circle drive) or south end of the building.

## **Chapter 5-Health and Safety**

### **Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students**

#### **Required Health Examinations and Immunizations**

A student's parent(s)/guardian(s) shall present proof that the student received a health examination, with proof of the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health (IDPH), within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

Proof of immunization against meningococcal disease is required for students in grades 6 and 12.

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening is a required part of each health examination; diabetes testing is not required.
3. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.
4. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of one and seven years must provide a statement from a physician that their child was risk-assessed or screened for lead poisoning.

5. The IDPH will provide all female students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.

Unless an exemption or extension applies, the failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if he or she has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

### **Eye Examination**

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the IDPH. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

### **Dental Examination**

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the IDPH.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or

designee shall ensure that parents/guardians are notified of this dental examination requirement at least 60 days before May 15 of each school year.

### **Exemptions**

In accordance with rules adopted by the IDPH, a student will be exempted from this policy's requirements for:

- Religious or medical grounds, if the student's parents/guardians present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. When a Certificate of Religious Exemption form is presented, the Superintendent or designee shall immediately inform the parents/guardians of exclusion procedures pursuant to Board policy 7:280, Communicable and Chronic Infectious Disease and State rules if there is an outbreak of one or more diseases from which the student is not protected.
- Health examination or immunization requirements on medical grounds, if a physician provides written verification.
- Eye examination requirement, if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.
- Dental examination requirement, if the student's parents/guardians show an undue burden or a lack of access to a dentist.

### **Homeless Child**

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. School Board policy 6:140, Education of Homeless Children, governs the enrollment of homeless children.

### **Student Medication**

Whenever possible, the parent or guardian should make arrangements for medication to be administered at home, before or after school hours. Students who need to take medication during the school day must notify office personnel or the nurse. All medications, both prescription and over-the-counter (excluding epi-pens and inhalers), must be brought to/from school in its original container by an adult (not the student). The medication must also be accompanied by a note from the parent/guardian. Parents will be contacted by the school nurse and/or principal if they have their child bring medication to school. Inhalers may be carried and self administered in accordance with School Board Policy #7.270. In order for students to have cough drops in class, they must have a note from a parent/guardian indicating the need for the cough drops and the note must be approved by the office.

### **Guidance & Counseling**

The school provides a guidance and counseling program for students. The school counselor is available to those students who require additional assistance.

Working within the mission statement of Somonauk Schools District #432, the Somonauk Counseling Department exists to assist and challenge every student to attain academic, career and social-emotional skills that will serve and support them in their post-secondary lives. The department is committed to working with students and parents to create and implement a four

year academic plan that will prepare students for post-secondary and career opportunities. Parents and students are strongly encouraged to work closely with the school counselor throughout the student's high school career to make decisions that will support the student's short and long term goals.

### *Students*

As you create your four year academic plan you are encouraged to read the Course Description Guide (CDG) carefully, being aware of the course selection process, the add/drop procedures and limitations, and the prerequisites for your desired courses. The value of a four year plan is only the amount of thought that goes into creating and updating it. Please keep in mind your short term high school goals, desired courses and long term post-secondary goals. As you make your course selections please consider:

- What courses do I need to graduate?
- Have I taken/scheduled the prerequisites for my desired courses?
- What are my interests? Strengths? Weaknesses?
- What electives am I interested in?
- What career paths am I considering?
- If I would like the option of attending college after high school what are the admissions requirements?

### *Parents*

The faculty and counselor at Somonauk High School are invested in helping students succeed. We encourage all students to take advantage of the opportunities available through SHS for post-secondary preparation and enrichment. High School is the time for academic preparation and career exploration, utilize the school counselor to help you and your student become aware of academic and personal abilities as they relate to possible career choices and post-secondary plans. We are happy to be a resource to you and your student as you move through the high school and career decision-making experiences.

### **Safety Drill Procedures**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills may not be preceded by a warning to the students.

### **Safety Plan**

Somonauk CUSD #432 has a Situation Management Plan in place, and district personnel have been instructed in its proper use. Each classroom in the district has a posted Evacuation Plan for both fires and tornadoes. In the event of a fire, a loud fire alarm will sound. Students are to evacuate their classroom and exit the building by using the proper exit designated on the classroom map. In the event of a tornado, a siren will sound through the P.A. system and the students will be directed to their designated areas. In the event of another emergency, there are other procedures in place that teachers and staff will follow in order to maintain a safe



environment for all students and staff. In the event that students are evacuated from the school building and cannot return safely, parents will be notified by the District of the time and place they can pick up their child.

### **Communicable Diseases**

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

- Parents are required to notify the school nurse if they suspect their child has a communicable disease.
- In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
- The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
- A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

### **Head Lice**

The school will observe the following procedures regarding head lice.

- Parents are required to notify the school nurse if they suspect their child has head lice.
- Infested students will be sent home following notification of the parent or guardian.
- The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
- A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

## **Chapter 6-Discipline and Conduct**

### **General Building Conduct**

Students shall not arrive at school before 7:45 a.m. Classes begin at 8:15 a.m. and students are dismissed at 3:03 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Skateboards are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.

### **Lockers and Book Bags**

Students will be responsible for the care of their own personal equipment. Lockers should be orderly. The only items that may be placed in the lockers are articles of clothing, school books or supplies relating to school use, lunches, and personal items that the student needs for school activities.

**Backpacks, book bags, purses, etc. should not be carried during the day including to and from PE or Art. Items should be put in the appropriate locations prior to the beginning of the school day.**

To maintain order and security in the schools, school authorities may inspect and search student lockers and other school property this includes but is not limited to desks, parking lots, as well as personal effects left in those places, without notice to or consent of the students, and without a search warrant. Lockers will be searched when there is reasonable cause to believe that a law or rule has been broken and that search will reveal evidence of this violation. This statement should be considered "Prior Notice" of locker search procedure. For more information regarding search and seizure, see Board Policy 7.140. Stickers of any type are not allowed on the inside or outside of lockers.

### **School Dress Code / Student Appearance**

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

## **Student Behavior**

### **Prohibited Student Conduct**

All student behavior in Somonauk School District 432 is based on respect and consideration for the rights of others. It is expected that students both individually and in groups shall comply with the direction of teachers and administration. All students are also subject to the behavioral programs of their individual classrooms.

Disobedience/open defiance of the authority of staff shall constitute cause for disciplinary action that may result in suspension/expulsion from school. Faculty and staff include, but are not limited to, administrators, teachers, substitutes, paraprofessionals, supervisors, secretaries, bus drivers, nurses, kitchen help, maintenance personnel, and other support staff. All discipline policies are in effect when a student is on school grounds, at a school sponsored event, traveling to and from school, or at the bus stop or, whenever, there is a reasonable connection between the misconduct and school.

### **Abusive/Profane Language or Improper Gestures**

Abusive/profane language and improper gestures will not be tolerated. Students who insist on using this type of language or gestures will be subject to appropriate disciplinary action depending on the type of and/or number of times such language or gestures are used.

Abusive/profane language or improper gestures directed at staff or faculty members may result in an out-of-school suspension.

### **Cell phones and other electronic devices**

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or

other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school, passing periods and lunch.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Violation of this policy will be as follows:

1st Offense - The device will be confiscated and a warning given.

2nd Offense – The device will be confiscated and an office referral will be given. A parent or guardian must pick up the device in the school office.

3rd Offense - The device will be confiscated and an office referral will be given. A parent or guardian must pick up the device in the school office and the student will lose the privilege of bringing a cell phone to school.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

#### Chronic Unacceptable Behavior

Students who are guilty of chronic misbehavior may be subject to more severe disciplinary consequences than those guilty of an isolated, single event.

#### Dangerous and/or Disruptive Substances/Items

The possession of and/or disseminating of any substance that causes disruption of good order in the school and/or jeopardizes the health of others may result in disciplinary consequences. Some examples of these items include but are not limited to shocking devices, paintball equipment, practical joke items, laser pointers, shoes with built-in wheels, lighters, and cameras.

#### Disrespect to Teachers or Other Staff

Disrespect directed toward any member of the school or district staff is inexcusable and will not be tolerated, whether during the school day or at any extracurricular function. Students may receive detention(s) and/or major disciplinary consequences depending on the frequency and severity of the violation.

#### Fighting

Students who engage in fighting shall be subject to appropriate disciplinary consequences.

Students may receive detention(s) and/or major disciplinary consequences depending on the frequency and severity of the violation. Additionally, authorities may be brought in to investigate. If a staff member is hit by a student while attempting to stop a fight, the student may receive a detention(s) and/or major disciplinary consequences depending on the frequency and severity of the violation.

#### Forgery

Students who forge notes, including teacher or parent signatures, or other documents may be subject to detention(s) and/or major disciplinary consequences depending on the frequency and severity of the violation.

#### Gang & Gang Activity

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

#### Harassment of Other Students

Any type of physical or verbal harassment, including racial slurs, will not be tolerated. Of particular concern is the harassment of upper-grade students toward lower-grade students.

Students may receive detention(s) and/or major disciplinary consequences depending on the frequency and severity of the violation.

#### Inappropriate Drawings/Artwork/Literature

Possession of drawings or literature (including digital) that is of an inappropriate or obscene nature is prohibited. Examples would include, but are not limited to, drug, alcohol, or tobacco representation, graphically violent depictions, items of a sexual nature, or sketches that promote illegal activities.

### Insubordination

Students are expected to follow the directions and requests of faculty and staff. Students may receive detention(s) and/or major disciplinary consequences depending on the frequency and severity of the violation

### Intent/Conspiracy to Violate Laws and/or School Rules

Students who intend, plan, or conspire to violate the school rules or laws may receive detention(s) and/or major disciplinary consequences depending on the frequency and severity of the violation.

### Intimidation/Bullying/Cyber Bullying

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important district and school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

*Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.

#### Off-Campus Conduct

Students' off-campus conduct that results in material and/or substantial disruption or poses a true threat to students, staff, or the school and interferes with the school's educational functions may result in students receiving a detention (s) and/or major disciplinary consequences depending on the frequency and severity of the violation.

#### Off-Campus Web Sites/Social Networking

Using a home-based or off-campus computer such that the use results in material and/or substantial disruption to the school and/or a true threat will constitute grounds to investigate whether the use violates applicable law or school rules. Should such misuse be determined, the students may receive detention(s) and/or major disciplinary consequences depending on the frequency and severity of the violation.

#### Physical Assault/ Battery

Any student who physically assaults or batters another student may receive an out-of-school suspension. Depending on the severity, a recommendation for expulsion may also be made.

#### Possession of Controlled Substances

Controlled substances (illegal drugs including alcohol, cigarettes, e-cigarettes or inhalants) on school grounds or at any school function is prohibited. Possession, use of, or being under the

influence of a controlled substance or look-alike possession of paraphernalia may result in suspension or expulsion from school.

#### Probation

Students who have been suspended from school may be put on social probation. Students on probation may only be involved in school activities during the school day. They will not be allowed to participate in any extra-curricular activities at home or away from the school grounds.

#### Public Display of Affection

Students will not engage in public displays of affection. Such display is defined as embracing, hugging, kissing, holding hands, and/or other acts of this nature. Students may receive detention(s) and/or major disciplinary consequences depending on the frequency and severity of the violation.

#### Removal from Class

Students may receive detention(s) and/or major disciplinary consequences depending on the frequency and severity of the violation.

#### Roughhousing

Pushing, shoving, pretending to fight, kicking, slap boxing, wrestling, tagging and chasing are unacceptable behaviors which can result in injuries or fights. Students may receive detention(s) and/or major disciplinary consequences depending on the frequency and severity of the violation.

#### Selling Unauthorized Items

Students are not permitted to sell any items in school or on school property without the authorization of the principal.

#### Sexual Harassment and Teen Dating Violence

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of



different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

### *Teen Dating Violence Prohibited*

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

### *Making a Complaint; Enforcement*

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

### Sexually Explicit Material

The possession or distribution of sexually explicit matter including but not limited to "sexting" may result in appropriate disciplinary consequences. Students may receive detention(s) and/or major disciplinary consequences depending on the frequency and severity of the violation.

### Smoking

Smoking, or the use of tobacco, tobacco products, e-cigarettes, look-alike products, or the possession of these products, including lighters and matches, on school grounds, while on school buses, or at school functions will not be tolerated. Students may receive detention(s) and/or major disciplinary consequences depending on the frequency and severity of the violation.

### Social Networking: Access to Student Social Networking Passwords & Websites

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

### Striking a Teacher or Other Staff Members

At the 1st offense, an out-of-school suspension will be given by the administration up to but not exceeding 10 days until the Board of Education can convene to consider possible expulsion from school. Administration is required by law to report the assault to the States Attorney's Office.

### Theft or Possession of Stolen Property

Students who are involved in theft, or who are knowingly in possession of stolen property, may receive detention(s) and/or major disciplinary consequences depending on the frequency and severity of the violation. Notification of police authorities will be at the discretion of the administration.

### Threats

Verbal, electronic, or written threats may result in detention(s) and/or major disciplinary consequences depending on the frequency and severity of the violation.

### Throwing Objects/Food

Objects, including but not limited to snowballs, may not be thrown at any time on school property. Students may receive detention(s) and/or major disciplinary consequences depending on the frequency and severity of the violation.

### Weapons/Ammunition

Possession of weapons or ammunition of any kind, including but not limited to, knives of **any** kind, firearms, and percussion arms, is prohibited. Any student who brings weapons to school may be expelled from school for a minimum of one year. The superintendent of schools may modify the expulsion requirement on a case by case basis. Threats of possessing or using a weapon will be subject to proper disciplinary action. The Board of Education's Student Discipline Policy, which may be found in Appendix A, defines "weapon". The possession or distribution of any firearm ammunition may result in detention(s) and/or major disciplinary consequences depending on the frequency and severity of the violation.

### Other Offenses Not Listed

Proper disciplinary action will be taken when any student endangers the safety and welfare of other students.

### Internet Technology and Publications

The full version of this policy is available on the school website and in the SMS office.

### **When and Where Conduct Rules Apply**

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

## **Disciplinary Measures**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop-out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference (lunch or after school detention).
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

## **Corporal Punishment**

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

### **Re-Engagement of Returning Students**

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

### **Cafeteria Rules**

1. Students shall not save seats for other students.
2. Students shall walk to lunch and shall be orderly and quiet during lunch.
3. Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
4. Loud talking, yelling, screaming, and other disruptions are prohibited.
5. Students shall not throw food, milk cartons or other items.
6. Students shall not trade food.
7. Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
8. Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
9. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
10. Students shall report spills and broken containers to cafeteria staff immediately.
11. Students shall be dismissed from the cafeteria by the lunchroom supervisor.

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

### **Field Trips**

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

## **Chapter 7-Internet, Technology, & Publications**

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

**Acceptable Use** - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

**Privileges** - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

**Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

**Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

**No Warranties** - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

**Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

**Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

**Telephone Charges** - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

**Copyright Web Publishing Rules** - Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

**Use of Email** - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet *domain*. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the School District's email system constitutes consent to these regulations.

## **Chapter 8-Search and Seizure**

### **Search and Seizure**

In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

#### **School Property and Equipment as well as Personal Effects Left There by Students**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.



**Students**

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

**Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the District's policies or 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.

**Notification Regarding Student Accounts or Profiles on Social Networking Websites**

State law requires the District to notify students and their parents/guardians that school officials may request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy.

## **Chapter 9-Extracurricular and Athletic Activities**

### **Introduction**

The purpose of this handbook is to provide students and parents with a guide of specific policies and procedures of interscholastic activities at Somonauk High School (SHS). The coaches/advisors of the various teams/activities will explain their specific team rules and policies not covered in this handbook. Students who participate in SHS activities will be expected to adhere to the specific rules, regulations, policies and procedures set forth in this activities handbook, those established by their coach/sponsor, and those in the SHS Parent/Student Handbook.

### **Activities/Athletics**

Somonauk Community Unit School District 432 believes in good sportsmanship. It is expected that coaches, advisors, players, students, parents, and fans will demonstrate sportsmanship at all times. In addition to the following rules, Somonauk High School is subject to the rules and regulations of the Illinois High School Association. A list of those rules can be found in the Activities Handbook. Once you are in attendance you may not leave and come back. No loitering in the parking lot.

### **Activities: Athletics - Parents and Guardians**

- To be a positive, supportive role model for our athletes.
- Set an example of good sportsmanship and strong moral values for children.
- Show support for the decisions of the coaches and officials.
- To attend as many games as possible to support your athlete.
- To provide transportation to and from practices in a timely fashion. In addition, to be at the school when the bus arrives from away contests. Our coaches work hard to help our young athletes, support them by allowing them to go home and spend time with their own family.
- Keep communication lines open. Our coaches will be happy to field any phone calls to answer questions or even to be praised! If you have a concern, please call the coach first. If further guidance is needed, the Athletic Director will be happy to speak with you.
- Support any fundraisers that may occur. Often times fundraisers are the best way to obtain the latest equipment to help athletes succeed.
- Show your school spirit at contests and enjoy every moment of your son or daughter's opportunity to be part of something special.

### **Activities: Athletics - Sports Insurance**

**Before** they may practice with the team, all students participating in sports must either purchase school insurance or sign the Sports form indicating that the student has insurance. The student and family exempt the school system from payment of medical bills for injury while participating. School insurance will cover all sports.

### **Activities: Dance Regulations**

1. Requests to use a school facility to hold a dance must be made to the administration at least 1 month in advance.
2. No dances will be scheduled on Sundays or Wednesdays. In addition, school officials will take into account other events, including holidays, when determining whether to schedule a dance on a particular day.
3. Dances are for Somonauk High School students and guests who are at least high school age but have not yet reached the age of twenty-one.
4. Students may request to bring **1 guest** that is not a current Somonauk High School student. A guest form must be completed and approved by the High School Principal prior to purchasing a ticket or attending the dance.
5. Students must remain at the dance until its conclusion unless parents notify the sponsor of an early departure.
6. Students shall conduct themselves at all times in an appropriate manner that best represents themselves and Somonauk High School. Any inappropriate conduct including inappropriate dancing will result in the student being asked to correct the situation or further action will be taken.

7. **ONCE A PERSON LEAVES THE DANCE HE/SHE MAY NOT RETURN.**
8. School Fees must be paid before attending a school dance

## **Clubs and Organizations**

### **Procedures for Forming a Club**

To develop a new club, the following process should be followed:

1. The proposed club should be submitted to the building principal and superintendent for review.
2. A job description of the advisor's role should be outlined along with the meeting schedule, number of projected students, activities for the year and a proposed budget.
3. If approved by building principal and superintendent, the first year the club is initiated, there is no stipend; a log of all hours will be kept with notes of all activities and level of participation.
4. At the end of the first year, the building principal and superintendent will determine if the club should continue. If the club is approved, the superintendent will bring the club to the Staff Relations Team and a stipend will be recommended. The second year of the club once approved by the Board of Education will be paid at BS/0.
5. If the extracurricular activity is not approved, the advisor may request a meeting with the building principal to discuss the denial of the activity.

### **Clubs and Organizations: Code of Conduct**

Each club and organization will have a code of conduct that every participant must follow. The code of conduct will be created by the advisor and communicated to all participants at the beginning of each school year. All participants and a guardian must sign the code of conduct form to be a part of the club or organization. The code of conduct form will outline expectations for all participants in regards behavior/character as a student and also as a member of the community.

### **All School Play**

The all school play is an opportunity for any student's grades nine through twelve to shine on stage or off! Whether standing in the spotlight or managing from backstage all of those involved have the chance to show off their talents for theater and art. If you love to express yourself and try new things then the all school play is for you! If you'd rather not showcase your skills on stage, roles are always open for those who like to build sets, make costumes, or run tech. Auditions are held right after winter break and the performances are in March. If you're worried about athletic or other conflicts, that's no problem. All you have to do is show up to auditions and let the director know. Join the play and you'll have an experience you'll never forget!

### **Band**

The Somonauk Band offers an opportunity for students to explore the fine arts through instrumental music. It allows students with previous instrumental experience to continue to

develop their musical abilities and talents as well as express themselves in a positive and creative manner. Content areas include; music reading, rhythm reading, ear training, music history, theory and composition. Musical mediums that are explored include: classical, traditional, pop, jazz, and contemporary. The students apply their knowledge in performing groups such as concert band, marching band, jazz band, and small ensembles. Several opportunities are available for students to show what they have learned through performances. Performances include: parades, concerts, basketball games, band festivals, contests, and large band trips.

### **BPA**

Business Professionals of America is the leading CTSO (Career and Technical Student Organization) for students pursuing careers in business management, office administration, information technology and other related career fields. To be a member of Somonauk's BPA club, you must be enrolled in at least one business or technology class. Students in BPA compete against other schools in areas including Finance, Business Administration, Management Information Systems, Digital Communication & Design, and Management, Marketing, & Communication. Students have an opportunity to advance to the state leadership conference, and from there to the national leadership conference. Through BPA, students can develop leadership and business skills, while connecting with other students with similar interests.

### **FFA**

FFA is an inter-curricular program within the agriculture department. To be an FFA member, you must be enrolled in at least one agriculture class. Members do many activities that promote premier leadership, personal growth, and career success. We compete in numerous career development events and competitions at the local, district, and state levels. Some of these competitions include public speaking, food science, ag communications, veterinary science, and ag business management. Leadership conference opportunities also exist, such as leadership camp, 212 conference, and Washington Leadership Conference. Some of the community service activities within FFA include Ag in the classroom presentation at elementary schools, participating in the craft show and assisting at the engine show, and picking up leaves in Somonauk. Through FFA, members have fun and develop leadership and career skills to help them excel in the future.

### **Fine Arts Club**

The Fine Arts Club provides an opportunity for Somonauk High School students to work collaboratively in the development of our annual Fine Arts Festival. These students are at the heart of the show, working behind the scenes and on stage with lighting, sound, setup and hosting. FAC members come together earlier in the school year to plan for hired acts, lunch activities and an art display. We continue to meet periodically throughout the year, but dedicate most of our time working together after school as the festival approaches. If you're looking for a group that is challenging, exciting, and rewarding, the Fine Arts Club is for you.

### **Freshmen Mentors**

The Freshmen Mentoring Program assigns students 10<sup>th</sup> grade or higher to work with a group of incoming freshmen. The goal of the program is to help ease the transition between middle school and high school. To do this, mentors meet freshmen at the Orientation Night prior to the start of school, and continue to meet with the freshmen several times a month weekly. On mentoring days freshmen participate in activities and discussions designed to open conversations about time-management, planning for the future, setting goals, team building and communication. Mentoring also gives freshmen the opportunity to ask an experienced student their questions ranging from the expectations of different teachers to final exams and GPA.

### **Leadership**

Students in grades 9-11 are selected each year to attend the Little 10 Leadership Conference. These students are then invited to become an active member of the follow up Leadership Group which meets regularly to grow, expand and learn to implement leadership skills specific to each student and their needs. The group will work together on community service projects, complete leadership book reviews and group projects.

### **National Honors Society**

The National Honors Society of Somonauk High School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a 5-member Faculty Council, appointed by the principal, which bestowed this honor upon qualified students on behalf of the faculty of our school each year.

Students in the 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grades are eligible for membership. For the scholarship criterion, a student must have a cumulative GPA of 3.0 or better on a 4.0 scale. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is also required.

To evaluate a candidate's character, the Faculty Council uses two forms of input. First, school disciplinary records are reviewed. Second, members of the faculty are solicited for input regarding the professional reflections on a candidate's service activities, character, and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the Council is necessary for selection. Candidates are notified regarding selection or non selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all four criteria that led to their selection. This obligation includes: regular attendance at chapter meetings held during the school year, and participation in the

chapter service project(s). Students or parents who have questions regarding the selection process or membership obligations can contact the chapter advisor or building principal by email or by phone at 815-498-2314.

### **Robotics Club**

In robotics club, students use their skills to build and compete robots. Students design, build, test, and program their robots for use in competitions against other local robotics clubs. Students will be provided with the tools and materials, but to succeed they will need problem solving skills, ingenuity, and dedication.

### **Scholastic Bowl**

Scholastic Bowl is an academically competitive team that competes within the guidelines of the IHSA. Competitions cover a wide variety of subjects. Competitions are comparable to the television quiz show Jeopardy in that team members must be quick as well as knowledgeable to be successful.

In addition to competing in the state series, the Scholastic Bowl team competes within the Little 10 Conference and against high schools. Any student is eligible to join. See Mr. Anderson for more details.

### **Spanish Club**

The Somonauk High School Spanish Club is an organization that will enrich the knowledge of the Hispanic Culture within our school district, as well as within our community. An important aspect of this club is that to get an opportunity to meet new people, make friends...and even possibly learn a little Spanish along the way! The club will seek creativity in diversity and improve diversity awareness. Members will engage in cultural activities including but not limited to: service projects and fundraising, movie and food nights, field trips, games and activities, and educating the community and district. A major goal of this club will be to become an extremely involved club with the ongoing functions of the district. This club will strive to be one that is looked up to and also one to be modeled after.

### **Student Council**

Somonauk Student Council gives students a voice in determining school activities and environment. We promote activities for the entire student body at Somonauk High School and foster a positive climate throughout the school. Members plan and organize homecoming events, including the dance, parade, school assembly, and spirit week activities. In addition, a winter dance is planned by student council. Other activities include a student exchange with an urban high school as well as other service learning projects determined by its membership. Elections for student council members are held in May.

### **Visual Arts Club**

The Somonauk High School Visual Arts Club offers students with interest in visual arts to come together and learn about art. The Visual Arts Club creates a platform for students to showcase their talent and expand their knowledge in art and art-making through different mediums, including ceramics, painting, illustration, digital art, charcoal and chalk, sculpture, printmaking and so much more. Members meet weekly and are dedicated to encouraging artistic expression and furthering their knowledge and appreciation for the arts.

### **Yearbook**

Yearbook members are required to attend regular meetings and sell advertisements to a community business to raise money for the yearbook fees. Members must be willing to learn to use the Walsworth Yearbook website in order to create the Yearbook. Members must be willing to sell books during lunch periods to their peers. Members should be good leaders and have the ability to work on their own time. Members must be willing to do other clerical tasks that the adviser asks. No photography experience is required but there will be times when members will need to take photographs. Members must have access to the technology required to create the yearbook on their own time.

### **Youth Engaged in Philanthropy**

The Youth Engaged in Philanthropy Committee builds leadership, philanthropy, and community among DeKalb County youth by:

- Helping young people play active roles in their communities
- Funding youth led projects that benefit people in DeKalb County
- Teaching students the value of Philanthropy
- Familiarizing members with the local non-profit community
- Stewarding community resources in partnership with the DeKalb County Community Foundation

In order to be a member, one must be a resident of DeKalb County, enrolled in High School, looking for a way to make a difference in the community, and able to commit 2-4 hours per month to meetings, service projects, and YEP activities.

The YEP Committee is looking for high school aged youth who are critical thinkers, dedicated, responsible and concerned about local and global issues. YEP meets once a month September through May.

Visit the YEP website for more information: [www.dekalbccf.org/YEP.html](http://www.dekalbccf.org/YEP.html)



## **2019-2020 EXTRA-CURRICULAR ATHLETIC HANDBOOK**

### **PHILOSOPHY**

Somonauk CUSD #432 believes that interscholastic extra-curricular activities are an integral part of the school's total curriculum. It is our goal to develop and conduct an extra-curricular program that is consistent with the educational philosophy of the Somonauk School District #432; to maintain a program that will be coordinated with the rest of the overall school program; and establish an atmosphere of extra-curricular participation and competition where the individual participant can develop emotional maturity, learn the value of cooperation with others, develop a high standard of self-discipline, and attain his or her peak in the performance of physical skill and personal talents.

Somonauk CUSD #432 believes it is the duty of all coaches/advisors to incorporate into their respective activities the highest ideals of acceptable human behavior. By example, the participant should see that these ideals and attitudes are a necessary part of developing a spirit of play and a will to win that will provide the basis for his personal achievement while maintaining an excellent program for all.

A participant in an athletic season; fall, winter, or spring may be a member of **more than one** team if mutually agreed upon by the athlete, both coaches, Athletic Director or Principal, and parents. In the event that the number of students who go out for a sport exceeds the number of athletes who will make the team, a tryout will be held. Tryouts will last a minimum of 2 days and a maximum of 4 days. If tryouts are not necessary because the number of students attempting to be a team member is less than the allowable roster size, then the first day will be considered a practice. Students will be allowed to join a sport, if roster size allows, up to the day preceding the first game. Any practices missed to that point will be considered unexcused unless determined to be a special circumstance by the Athletic Director. If a student attempts to make the roster in a sport that has tryouts and is cut, that student will be permitted to join another team the day after being cut. This is only permissible if cuts were not made in the second sport and no games have taken place. Practices missed while trying out for the 1<sup>st</sup> sport will not be considered unexcused. However, any practices missed between being cut from the 1<sup>st</sup> sport and joining the 2<sup>nd</sup> will be considered unexcused.

### **HANDBOOK MEETING**

All potential athletes and a guardian must attend a handbook meeting relevant to the content of this document prior to the 1<sup>st</sup> sport the athlete will participate in. A handbook meeting will be held each season prior to the first day of tryouts/practice. Any athlete or guardian who does not attend the mandatory meeting must notify the Athletic Director the day following the meeting so arrangements can be made to disseminate the handbook information. No one will be allowed to tryout or begin practicing until this requirement has been satisfied. This meeting is only required once per school year, prior to the 1<sup>st</sup> sport the athlete will attempt to be a member of.

## **CODE OF ETHICS**

It is the duty and obligation of all Somonauk extra-curricular participants to conduct themselves in accordance with the accepted social conduct. It is through the realization of these standards of conduct that he/she will begin to continue to grow in both body and mind, and will reach his/her full potential as an individual.

**Any person, including adults, who behaves in an unsportsmanlike manner during an athletic or extracurricular event may be ejected from the event the person is attending and/or denied admission to school events for up to a year after a School Board hearing. Examples of unsportsmanlike conduct include:**

- Using vulgar or obscene language.
- Possessing or being under the influence of any alcoholic beverage or illegal substance.
- Possessing a weapon.
- Fighting or otherwise striking or threatening another person.
- Failing to obey the instructions of a security officer or school district employee.
- Engaging in any activity which is illegal or disruptive.
- Forgery
- Removed from an event.

The Superintendent may seek to deny future admission to any person by delivering or mailing a notice, sent by certified mail with return receipt requested, at least 10 days before the School Board hearing date, containing:

1. The date, time, and place of the Board meeting;
2. A description of the unsportsmanlike conduct;
3. The proposed time period that admission to school events will be denied;
4. Instructions on how to waive a hearing.

**All student participants will return an Extra-Curricular Athletics Handbook Form signed by student and parent before practice or participation of any type is permitted. Activities responsible to this Extra-Curricular Athletics Handbook would include:**

BOYS/GIRLS GOLF, BOYS SOCCER, GIRLS VOLLEYBALL, CROSS COUNTRY, BOYS BASKETBALL, GIRLS BASKETBALL, BOYS BASEBALL, GIRLS SOFTBALL, CHEERLEADING, BOYS/GIRLS TRACK.

Injuries: No matter how minor, all injuries should be reported to the coach/advisor IMMEDIATELY.

Each participant must keep the Locker rooms, playing fields and gym/school facilities clean and safe. The following things will help in doing this:

- No running in the locker/classroom area.
- No horse play in the locker/classroom or Gym area.
- Picking up personal equipment and keeping it in lockers provided.
- Keeping your locker locked, as well as neat.
- First-aid room, coaches/advisor offices and equipment rooms are to be entered only in the presence or company of a coach.

Conduct at games: All participants will sit with the group and coach/advisor at away activities. Cell phones are not to be used during athletic contests and are only to be used to arrange for transportation upon arrival back to the school from away contests. Coaches and advisors will designate an appropriate time to use cell phones upon departure from the opposing school.

**Parents should not approach the student during competition.**

All participants will travel to and from activities on the bus provided unless the Athletic Director signs a parent note before the end of the school day. If a participant misses the bus and has a valid excuse, the player should get to the game if possible and the coach/advisor will decide if player will participate.

The school attempts to buy the best and safest equipment that money can provide. Each participant is expected to take excellent care of this equipment. The equipment issued to the participant must be cleaned and returned at the close of the activity. If the equipment needs repair or change in size is needed please notify the coach/advisor immediately. School issued equipment is to be worn only at practice and scheduled events.

## **RESPONSIBILITIES**

The privilege of participation in our extra-curricular program is extended to all students, providing they are willing to assume certain responsibilities.

Each High School student is required to report to the office **prior to** the first practice to turn in their physical, proof of insurance, Athletic Code of Conduct page (athletic handbook) and pay their sports fee. All students participating in sports must either purchase school insurance or sign the Sports form indicating that the student has insurance. The student and family exempt the school system from payment of medical bills for injury while participating. School insurance will cover all sports. The athletic secretary will prepare and share a spreadsheet to document all items for all athletes are turned in for each coach. If they do not meet the above requirements they will not be able to try-out for that sport.

Students are required to participate in every day of tryouts or they will not be eligible to be a member of the team. The Athletic Director or Principal will determine if any tryout absence will

be considered excused and if additional days will be awarded in order for an athlete to become a member of the team.

Your greatest responsibility is to be a credit to yourself, your parents, your school and your community. Therefore it is required that our athletes and coaches:

1. Display high standards of acceptable social behavior.
2. Display outstanding sportsmanship.
  - a. Pay proper respect to our flag and school song.
  - b. Pay proper respect for your opponent and your Opponent's school.
3. Display proper respect for those in authority, including teachers, coaches and officials.
4. Use language, which is socially acceptable (vulgar and profane language has no place in extra-curricular activities).
5. Remember that athletes are students first and participants second.

In addition, our athletes shall:

6. Dress in a respectable manner and according to the coaches/advisors wishes, at all times when attending an activity.
7. Display a real spirit of cooperation.
8. Follow all student handbook rules during all extra-curricular activities.

## **CODE OF CONDUCT**

### **A. DEFINITION OF OFFENSES:**

The following behavior shall constitute "offenses" which shall subject the offending student to the consequences listed in Subsections II.D. II.E. and II.F of this Code of Conduct whether the behavior occurs on or off school property, or during or outside of school hours for the entire year, students are athletes all year not just during a particular season:

1. Use or possession of drug paraphernalia, alcohol, marijuana, cocaine, steroids, inhalants or other controlled substances.
2. Attendance at events where these substances are being used illegally.
3. Use or possession of nicotine products.
4. Commission of theft, vandalism, trespass, or other conduct that is a violation of the criminal code, with the exception of minor traffic offenses;
5. Participation in, encouragement of, or facilitation of hazing.
6. Participation in, encouragement of, or facilitation of flagrantly inappropriate behavior.
7. Behavior that constitutes gross disobedience or misconduct under the Board Policy.

### **B. DETERMINATION OF OFFENSES:**

1. If an administrator, faculty member, coach, or advisor witnesses an offense, as defined above, the student shall be presumed to have committed the offense.
2. If a non-school adult who is supervising an activity witnesses an offense, he/she is encouraged to report the violation to the administrator in charge who will immediately

investigate the potential offense. The investigating administrator shall determine whether or not the offense occurred and report the findings to the building principal.

3. If the administration learns that a student is charged under Federal or State criminal law with an offense involving the use of nicotine, alcohol, drug paraphernalia, marijuana, cocaine, inhalants or other controlled substances, then the administration will follow up and may determine that an offense has occurred and enforce the appropriate consequence.

4. If a student is convicted under Federal or State criminal law with an offense involving the use of nicotine, alcohol, drug paraphernalia, marijuana, cocaine, inhalants or other controlled substances, then the student will be presumed to have committed an offense.

5. If an administrator, faculty member, coach, or advisor is notified by a source he/she deems sufficiently credible that a student has committed an offense, the building Principal or Athletic Director will investigate. This may include a meeting with the student. Regardless of the Principal or Athletic Director's final determination, the parents/guardians will be notified by the Principal or Athletic Director of his/her conclusions.

6. Behavior that constitutes gross disobedience or misconduct under the Board Policy addressing Student Discipline.

### **C. SELF REPORTING – PRIOR TO A VIOLATION:**

It is the goal of the School Board to encourage students using or possessing the controlled substances reference in Subsection II.B.3 above to voluntarily request assistance. A student participant in one or more extra-curricular activities may come forward to voluntarily request and seek treatment in a Substance Abuse Program without penalty within the following parameters:

1. The self-reporting must not be an attempt to avoid punishment for the commission of an offense.

2. The student must successfully complete a Substance Abuse Program. Failure to complete a program after self-reporting shall result in the consequences corresponding to the offense, as described in Subsections II.D. II.E. and II.F. Of this Code of Conduct and Drug and Alcohol Testing Program.

3. The student or the student's parents/guardians shall notify the building principal or the Athletic Director of the intent to self-report.

4. A student shall only be permitted to self-report without penalty one time during the student's enrollment in the Somonauk School District.

5. The self-reporting option is only available to students who have not yet already been determined to have committed an offense, or are currently under investigation.

### **D. CONSEQUENCES – 1<sup>ST</sup> OFFENSE:**

When the principal and the Athletic Director determine that a student has possibly committed one of the offenses listed in Subsection II. A or II. B. above, students will be given a chance to provide a satisfactory explanation. After determining that the student has not provided a satisfactory explanation for the behavior or positive test result, and the offense constitutes the student's first offense during his/her extracurricular career with the Somonauk Community School District #432, the following consequences shall apply:

1. The student's parent/guardian shall receive, by regular mail, written notice that the student has been found to have committed an offense, the type of offense committed, and the penalty that will be applied.
2. The student shall be suspended for 30 consecutive in-season calendar days. Any remaining days shall carry over to the student's next activity.
3. A student who has committed an alcohol or controlled substance related offense shall enroll in and complete a formal evaluation at a drug treatment facility (with the exception of a student determined to be a violator of the nicotine possession rule). The Principal must receive a copy of the follow-up referral form from the facility before privileges can be reinstated. Recommendations stated on the follow-up referral form must be started before privileges will be reinstated. Any costs associated with the implementation of the recommendations shall be the responsibility of the parent/guardian.
4. A student participating in an activity who is serving a suspension from extracurricular activities under this Code of Conduct shall practice with the team during the suspension. The offender shall sit with the team during contests but may not dress in uniform. If there are less than 30 days remaining in the current athletic season, the Activity Board, with consultation from the coach, will determine if the student is to attend the remaining games/practices.

**E. CONSEQUENCES – 2<sup>ND</sup> OFFENSE:**

When the Principal and the Athletic Director determine that a student has committed one of the offenses listed in Subsection II. A or II. B. above, after determining that the student has not provided a satisfactory explanation for the behavior or positive test result, and the offense constitutes the student's second offense during his/her extracurricular career with the Somonauk Community School District #432, the following consequences shall apply:

1. The student's parent/guardian shall receive, by regular mail, written notice that the student has been found to have committed an offense, the type of offense committed, and the penalty that will be applied.
2. The student shall be suspended from participation in all school-sponsored extracurricular activities for one calendar year. At the discretion of the Principal and the Athletic Director, this suspension can be reduced to 90 consecutive in-season calendar days with the completion of 20 hours of community service. The community service hours must be approved by the Principal and/or Athletic Director prior to performing the service. Proof of completion of such service must be provided to one or both of these administrators. All 20 hours of community service must be completed before the athlete may resume competition.
3. A student who has committed an alcohol or controlled substance related offense for the first time shall enroll in and complete a formal evaluation at a drug treatment facility (with the exception of a student to be determined to be a violator of the nicotine possession rule). The Principal must receive a copy of the follow-up referral form from the facility before privileges can be reinstated. Recommendations stated on the follow-up referral form must be started before privileges will be reinstated. Any costs associated with the recommendations shall be the responsibility of the parent/guardian.
4. A student who has committed an alcohol or controlled substance related offense for the second time shall enroll in and complete a formal drug/alcohol rehabilitation program (with the exception of students who have been determined to be violators of the nicotine possession or use

rule) at the expense of the student and the parent/guardian. The Principal must receive a copy of the follow-up referral form from the facility before privileges are reinstated. Recommendations stated on the follow-up form must be completed before privileges can be reinstated. Any costs associated with the recommendations shall be the responsibility of the parent/guardian.

5. A student participating in an activity who is serving a suspension from extracurricular activities under this Code of Conduct shall practice with the team during the suspension. The offender shall sit with the team during contests but may not dress in uniform. If there are less than 90 days remaining in the current athletic season, the Activity Board, with consultation from the coach, will determine if the student is to attend the remaining games/practices.

6. A student who has committed an offense is not eligible for Somonauk School District #432 awards or honors in the activities he/she was participating in at the time of the offense.

**F. CONSEQUENCES: 3<sup>rd</sup> OFFENSE:**

When the Principal and the Athletic Director determine that a student has committed one of the offenses listed above, after determining that the student has not provided satisfactory explanation for the behavior or negative test result, and the offense constitutes the student's third offense during his/her extracurricular career with the Somonauk School District #432, the following consequences shall apply:

1. The student's parent/guardian shall receive, by regular mail, written notice that the student has been found to have committed an offense, the type of offense committed, and the penalty that will be applied.
2. The student shall be suspended from participation in all sports and school-sponsored extracurricular activities for the remainder of the student's education in the Somonauk School District #432.

**G. APPEAL PROCESS:**

To appeal the determination that a student has committed an offense punishable under this Extra-Curricular Activities Handbook, a student or the student's parent must submit a letter and any relevant evidence to the Athletic Director within 5 business days after being notified, either orally or in writing, of the offense which the student has been determined to have committed. Written notice sent by regular U.S. Mail will be deemed to have been received by the addressee seven (7) business days after the date it was sent.

Within ten (10) days after receiving such an appeal, the Athletic Director shall convene a committee consisting of the Athletic Director, the Principal, three impartial coaches/advisors. After considering the appeal, the committee shall vote on whether to uphold the determination of the administration regarding the offense and the appropriate consequence. The Appeals Committee may reduce, modify, or eliminate any consequences determined by the administration. Consequences may not be increased as a result of an appeal. Such decision shall be made by majority vote of the committee. If the vote is tied, the determination shall be upheld.

### **ELIGIBILITY - NO PASS - NO PLAY Board Policy 6.194**

The Board of Education believes that school sponsored, school supported and extracurricular activities provide students with invaluable educational, as well as instructional skills, and knowledge. The Board further recognizes, however, that a student's academic education must take precedence over participation in such activities. As such, as in accordance with Sections 10-20.30 of the School Code, the Board has determined as follows:

- Any student earning one failing grade, out of seven total classes, will be considered academically ineligible for the week. IVVC and online courses apply.
- First eligibility check will occur on the second Wednesday of each semester.
- Preliminary eligibility will be pulled at 11:00 on Wednesdays, final eligibility will be pulled on Monday at 9:00 am. Weekly ineligibility begins on Monday and runs through the following Sunday.
- The Extracurricular Director will communicate with students earning a D or F on the preliminary eligibility on Wednesday during lunches. Administration will help to ensure the identified student(s) must report to the classroom of the low grade during advisory from Wednesday-Friday.
- If an athlete ends the semester having failed one class or more, the athlete will be ineligible for the entire semester following the semester in which the grades were earned. A student in this situation may not participate in a competition at any level but may be allowed to be a member of the team and practice with the team.
- At the discretion of the administration, a student may take college courses or high school credit recovery classes and, if he/she receives a C or better, the grade may replace the D or F for eligibility purposes, but the grade will not change the student's GPA.
- Parents will be notified of any weekly and/or semester ineligibility.
- Students in online courses must maintain a passing grade for eligibility in that course if that course is considered one of their courses.
- If an athlete is ineligible for a total of three weeks during any sports season, the Extracurricular Director may dismiss the athlete from the team to focus on their academics.

The Board of Education authorizes the administration to state rules and regulations to implement and enforce this policy.

In order to represent Somonauk School districts in any inter-scholastic competition, or extra-curricular activity a student must:

1. meet all eligibility rules of the Illinois High School Association.
2. meet all eligibility rules of Somonauk School District, semester and weekly.
3. meet all eligibility rules of the Little Ten Conference.
4. turn in a physical examination prior to any participation, including all try-outs for that school year.
5. have some type of insurance protection. The insurance portion of the Activity Code must be filled out completely, and turned in to the office before the first day of practice.
6. pay the sports fee before the 1<sup>st</sup> practice.



Guidelines for unexcused missing of practice and contests (Co-op teams will follow the home team policies):

Missed practices - unexcused:

- 1st practice - Coaches discretion, talk to player
- 2nd practice - Miss 1 contest - call parents
- 3rd practice - Appear before the Activities Board before participating in any more contests or attending practices.

Missed contests - unexcused:

- 1st contest - Miss 1 contest
- 2nd contest - Miss 1 contest - parental conference
- 3rd contest - Miss 1 contest – Activity Board meeting, Parent, Student may attend Activity Board meeting. Student may not participate until after the Activity Board meeting decision.
- 4<sup>th</sup> contest - removal from the team, letter sent home to parents of removal from the team.

Unexcused absences are defined as any absences except those for personal illness/injury, attending family/relatives funerals, school related trips and activities, faith-based activities, and special circumstances that may be excused by the Athletic Director.

The Activities Board will conduct a meeting to review the missed practices, contests, detentions, suspensions or other violations not mentioned in section II.A or II. B consider all evidence and the circumstances involved before deciding what the action of the board shall be. The Activities Board will consist of the Athletic Director, High School Principal, and head coaches/advisors. Whatever the action, parents and students will be notified by phone and in writing by the Athletic Director explaining the decision, and the student shall be told in person of the Activities Board's action by his or her coach/advisor. The Principal will send written notice of the Activities Board's decision to the Superintendent of Schools.

### **DETENTIONS:**

- The second school detention for a participant during an activity season will result in a conference with the Student, Coach, Athletic Director, and Parent.
- The third school detention for a participant during an activity season will result in missing the next game.
- The fourth school detention for a participant during an activity season will result in missing the next game, and a conference with a parent.
- The fifth school detention for a participant during an activity season will result in removal from the team.

### **SUSPENSION:**

1. Saturday or in-school suspension participants placed on suspension shall miss the next scheduled contest following the beginning of the suspension.
2. Out of school suspension participants are ineligible to participate/attend practices or contests for the duration of the suspension. If no contests are held during the suspension, the athlete will miss the next 2 contests following the suspension.
3. Following the assignment of the Out of School Suspension student and a parent must appear before the activities board before resuming practice or play.

### **IHSA Mandatory Drug Testing:**

All high school athletic teams, in or out of season, are subject to a third-party random drug test per IHSA. Parents and students will be expected to sign a consent form each season giving IHSA permission to administer this test if Somonauk High School is selected. For more information, visit [www.ihsa.org](http://www.ihsa.org).

### **IHSA Concussion Return to Play (RTP) Policy:**

**Background:** With the start of the 2010-11 school term, the National Federation of State High School Associations (NFHS) implemented a new national playing rule regarding potential head injuries. The rule requires “any player who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the game and shall not return to play until cleared by an appropriate health care professional.” In applying that rule in Illinois, it has been determined that only certified athletic trainers and physicians licensed to practice medicine in all its branches in Illinois can clear an athlete to return to play the day of a contest in which the athlete has been removed from the contest for a possible head injury.

**Policy:** In cases when an athlete is not cleared to return to play the same day as he/she is removed from a contest following a possible head injury (i.e., concussion), the athlete shall not return to play or practice until the athlete is evaluated by and receives written clearance from a licensed health care provider to return to play.

**For the purposes of this policy, licensed health care providers consist of physicians licensed to practice medicine in all its branches in Illinois and certified athletic trainers working in conjunction with physicians licensed to practice medicine in all its branches in Illinois.**

### **Somonauk Injury Return to Play Policy**

During athletic participation, whether practice or games, injuries may occur that require some form of medical attention. Somonauk High School employs the part-time services of a licensed athletic trainer. The athletic trainer is the first medical professional to assess and recommend care, based upon the injury that has occurred. If the injury isn't serious enough to warrant immediate physician attention, the athletic trainer will monitor the situation and advise accordingly as to appropriate care and return to athletic participation. Since the athletic trainer is not full-time, injuries may occur outside the hours that the individual is present. In this case, emergency situations will be handled by the coach in accordance with school policies.

**If the parents/guardian feels the injury to their son/daughter requires medical follow-up with a physician, then they should exercise this right regardless of what previous care has been provided or recommended by either the athletic trainer or school personnel.** If the parents/guardian feel physician services are necessary and the physician identifies restrictions from full participation, then the coaching staff should abide by these restrictions. If the physician identifies a time frame for the restrictions or a date of return, the athlete may resume full participation based on these physician instructions. **If no time frame for restrictions or return to participation date is indicated, then the athlete should secure a written release from the same attending physician prior to return to participation.**

By allowing the return to participation decision when an athlete has been seen by a physician to be based on the judgment of the athletic trainer or school personnel, without specific information from the physician, either written or verbal, you allow decisions to be made that may not be prudent since all medical information may not be readily available for examination prior to this decision. Secondly, if non-trained school personnel are making this medical decision, you may arrive at the wrong conclusion and further injury may occur to the athlete. **For this reason an athlete who seeks medical attention from a physician should be released, through written instructions, by the same physician in order to safely return to participation.**

### **TRAINING RULES:**

Training is a year round proposition. Participant excellence, personal pride, and the desire to maintain good health habits usually make following rules an easy task for most participants at Somonauk. All candidates are expected to attend all practices. Injured participants who are able to attend practice sessions are expected to do so. Coaches/advisors are to be notified prior to practice if a participant must be absent.

### **FEES**

Athletic Fee: **\$75.00 PER SPORT with a \$400.00 CAP** at start of season. If uniforms are lost or not returned, additional money will be due for the cost of lost articles. It is the student's responsibility to maintain and return all uniforms. No uniforms, sweat suits, or any other equipment has been given to students. Clean uniforms, belts, warm-up suits, or any other equipment must be returned at the end of the season to the coach or students may not be permitted to try out for another sport until equipment is received or restitution is made.

Athletic fee will be returned if the student is cut from the team, however if the student quits the team or is removed from the team the athletic fee will not be returned.

### **AWARDS**

All athletes are expected to attend the awards night for each sport they participate in.

Somonauk High School has three types of letters recognizing athletic participation, major letters for varsity activities, minor letters for JV activities, and freshman numerals for freshman activities. Each level of award will only be awarded once during a participant's tenure at SHS. If the program has only one level, a varsity letter will be awarded. Each participant will receive a metal pin denoting the activity he/she participated in. Once a participant has fulfilled the appropriate letter requirements, he/she will be given an additional metal pin for each subsequent year involved with that activity. All athletes who finish in good standing will also receive a certificate recognizing his/her effort and dedication.

Failure to complete the season in good standing means forfeiture of all honors and awards; including certificates and pins. An athlete is not considered in good standing if he or she has quit the team, been removed from the team, or are currently under suspension for an offense located in section IIA of the handbook.

#### **Little 10 Conference All-Academic Team:**

1. To be eligible, athletes must be a varsity letter winner or will be receiving a varsity letter for the present season. (Must be a conference sport...boys soccer, girls volleyball, boys golf, boys/girls basketball, baseball, softball)
2. Student-athlete must be a sophomore, junior, or senior in high school.
3. Student-athlete must have a cumulative high school GPA of 3.5 or above.

#### **Student/Parent Handbook and Athletic Code of Conduct Sign-off Form**

**I agree to the terms and conditions as stated in the 2019-2020 Extra Curricular Handbook and Student/Parent Handbook and Board Policy for Student Parent Handbook. If I do not understand any parts of these handbooks, I can ask further questions of any staff. I know that I can view complete Somonauk District 432 regulations, procedures, Board policies, and school rules and the District website at [www.somonauk.net](http://www.somonauk.net)**

**Please note that the handbook outlines expectations for Somonauk students year-round and those signing it are bound to its regulations for a calendar year.**

The following is a list of offenses that are in reference to the Extra-Curricular Handbook. These offenses apply to students that participate in Extra-Curricular Activities.

1. Use or possession of drug paraphernalia, alcohol, marijuana, cocaine, inhalants other controlled substances.
2. Attendance at events where these substances are being used illegally.
3. Use or possession of nicotine products.
4. Commission of theft, vandalism, trespass, or other conduct that is a violation of the criminal code, with the exception of minor traffic offenses;
5. Participation in, encouragement of, or facilitation of hazing.
6. Participation in, encouragement of, or facilitation of flagrantly inappropriate behavior.
7. Behavior that constitutes gross disobedience or misconduct under the Board Policy.

My signature indicates that I understand and will follow all Somonauk District 432 regulations, procedures, Board policies, and school rules.

<hr/> Printed Parent Name	<hr/> Printed Student Name	<hr/> Grade
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<hr/> Parent Signature	<hr/> Date	<hr/> Student Signature	<hr/> Date
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Please return this form to your coach before you attend a practice.

School Copy-Please turn in to the Office.

### Somonauk High School Student/Parent Handbook Sign-Off Form

Dear Parents,

It is my strong belief that we are responsible for providing an environment that is safe for all students and supports learning. We cannot accomplish this objective without the cooperation of our students and parents. This Student/Parent Handbook communicates the expectations and procedures that will help us achieve this goal.

The staff at Somonauk High School encourages the positive behavior of all students. However, there are times when negative student behavior can interfere with the safety and learning of other students. Consequences for unacceptable behavior will be administered in a manner that is consistent with school policies and procedures for student discipline.

The Student/Parent Handbook is covered with each class at Somonauk High School, located in all student agendas, and located on the school website. Parents are asked to be

**supportive of the school in situations where their child may receive consequences for negative behavior. School consequences may not always detour negative behaviors, however parental support for the school and reinforcement of the rules at home in these situations does.**

**The expectations outlined in the Student/Parent Handbook are enforced while students are on the school campus and at other times and places where staff and school administrators are responsible for students.**

**Please talk to your children and make sure that they are aware of what is expected of them in school. It is the responsibility of myself, teachers, and parents to understand their role in making Somonauk High School a place where all students can experience a safe environment that is free of any distractions that impact student learning.**

**Sincerely,**

**Eric Benson  
Somonauk High School Principal**

**My signature indicates that I understand and will follow all Somonauk District 432 regulations, procedures, Board policies, and school rules. I understand that I am expected to follow school and classroom rules.**

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**Printed Parent Name**

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**Printed Student Name**

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**Grade**

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**Parent Signature**

---

**Date**

---

**Student Signature**

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**Date**

## **Chapter 10-Special Education**

### **Education of Children with Disabilities**

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22<sup>nd</sup> birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

### **Discipline of Students with Disabilities**

#### **Behavioral Interventions**

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

#### **Discipline of Special Education Students**

The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education’s *Special Education* rules when disciplining special education students. No special education student shall be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability.

### **Exemption From Physical Education Requirement**

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student’s participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student’s Individualized Education Program.

### **Request for Case Study to Consider Special Education Eligibility**

A referral for a case study evaluation to consider eligibility for special education may be made by parents, guardians, school staff and outside agencies.

- The parents, guardian, or outside agency making the referral should contact the school principal or the Director of Student Services. (815-498-2314 ext. 1233)
- The referral may be made in written form or by phone.
- The referral should state:
  1. Child’s name, grade and date of birth.
  2. The area of concern such as academics, emotional, health concerns.
  3. A way for the school to best contact the referral source to follow up on the referral.

## **Chapter 11-Student Records and Privacy**

### **Student Privacy Protections: Surveys by Third Parties**

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

#### **Surveys Requesting Personal Information**

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:



- Political affiliations or beliefs of the student or the student's parent/guardian.
- Mental or psychological problems of the student or the student's family.
- Behavior or attitudes about sex.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
- Critical appraisals of other individuals with whom students have close family relationships.
- Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
- Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

#### Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

#### Selling or Marketing Students' Personal Information Is Prohibited

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term *personal information* means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions.

#### **Student Records**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s school records. They are:

**The right to inspect and copy the student’s education records within 10 business days of the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student’s age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

**The right to request the amendment of the student’s education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

**The right to permit disclosure of personally identifiable information contained in the student’s education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as

specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

**The right to a copy of any school student record proposed to be destroyed or deleted.**

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

**The right to prohibit the release of directory information.**

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Grade level
- Birth date and place
- Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

*Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.*

**The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

**The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-4605

### **Student Biometric Information**

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

## **Chapter 12-Parental Right Notifications**

### **Standardized Testing**

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: Illinois Science Assessment and Illinois Assessment of Readiness.

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents/Guardians can assist their students achieve their best performance by doing the following:

- Encourage students to work hard and study throughout the year;
- Ensure students get a good night's sleep the night before exams;
- Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;

- Remind and emphasize for students the importance of good performance on standardized testing;
- Ensure students are on time and prepared for tests, with appropriate materials;
- Teach students the importance of honesty and ethics during the performance of these and other tests;
- Encourage students to relax on testing day.

### **Homeless Child's Right to Education**

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

- (1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
- (2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

### **Family Life & Sex Education Classes**

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

### **English Learners**

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

For questions related to this program or to express input in the school's English Learners program, contact Christy Pruski at (815) 498-2314.

### **School Visitation Rights**

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

### **Pesticide Application Notice**

Somonauk Community Unit School District No. 432 as adopted an integrated pest management program that incorporates the guidelines as established Public Act 91-525 for the schools in the district. The district contracts with a professional pest control service to assist the district in maintaining a safe and pest free environment for the students of the district.

Applications are made on the 3<sup>rd</sup> Thursday of each month throughout the year and are completed when students are not in attendance. Emergency applications are made when situations warrant and only after proper notification.

A copy of the Integrated Pest Management Plan is on file in the Administration Office. Should you have any questions, please contact the Superintendent of Schools. (Telephone: 815-498-2314)

### **Mandated Reporters**

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

### **Student Privacy**

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

### **Sex Offender Notification Law**

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

- To attend a conference at the school with school personnel to discuss the progress of their child.
- To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
- To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

## **Sex Offender & Violent Offender Community Notification Laws**

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

## **Parent Notices Required by the Every Student Succeeds Act**

### **I. Teacher Qualifications**

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

- The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- The teacher is teaching under emergency or other provisional status.
- The teacher is teaching in the field of discipline of the certification of the teacher.
- Paraprofessionals provide services to the student and, if so, their qualifications.

### **II. Testing Transparency**

The State and District requires students to take certain standardized tests. For additional information, contact the building principal.

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

### **III. Annual Report Card**

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at [www.somonauk.net](http://www.somonauk.net)

### **IV. Parent & Family Engagement Compact**

### **V. Unsafe School Choice Option**

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances. For additional information, contact the building Principal.

#### VI. Student Privacy

Students have certain privacy protections under federal law. For additional information, contact the building Principal.

#### VII. English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. For additional information, contact the building Principal.

#### VIII. Homeless Students

For information on supports and services available to homeless students, contact the building Principal.

For further information on any of the above matters, please contact the building principal.