

SHS Compass

Sterling High School Student & Family Handbook



2020-2021

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Sterling High School reminds you that this handbook is only a summary of board policies governing the district and that board policies are available to the public at the district office or accessible through the district website at www.sterlingpublicschools.org.

Special Note

This handbook identifies anticipated standards of acceptable behavior and outlines the general consequences that will occur when said standards are not met. These are guidelines to be interpreted by specifically trained, professional staff members at Sterling High School. Each incident will be considered according to the individual merits of the case. As in any set of regulations concerning procedural operations, it is not possible to specify every conceivable situation.

School rules published in this handbook are subject to such changes as deemed necessary to ensure continued compliance with federal, state, and/or local regulations and are subject to such review and alteration as necessary for the routine operation of the school.

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1. General Information and Guidelines

Mission Statement

The mission of Sterling Public Schools is to create optimal learning environments that ensure student achievement.

Vision Statement

The vision of Sterling Public Schools is that our students will achieve in life by being college and career ready.

SHS Bell Schedule

	Regular Day	Half-Day	1 Hour Late Start	2 Hour Late Start
1	8:00-8:50am	8:00-8:25am	9:00-9:45am	10:00-10:35am
2	8:55-9:40am	8:30-8:55am	9:50-10:35am	10:40-11:15am
3	9:45-10:30am	9:00-9:25am	10:40-11:25am	11:20-11:55am
4	10:35-11:20am	9:30-9:55am	11:30-12:15pm	12:00-12:35pm
5A	Lunch 11:20-11:50am Class 11:55am-12:40pm	10:00-10:25am	Lunch 12:15-12:40pm Class 12:45-1:30pm	Lunch 12:35-1:00pm Class 1:05-1:40pm
5B	Class 11:20am-12:10pm Lunch 12:10pm-12:40pm	10:00-10:25am	Class 12:20-1:05pm Lunch 1:05-1:30pm	Class 12:40-1:15pm Lunch 1:15-1:40pm
6	12:45-1:30pm	10:30-10:55am	1:35-2:15pm	1:45-2:20pm
7	1:35-2:20pm	11:00-11:25am	2:20-3:00pm	2:25-3:00pm
8	2:25-3:00pm	No 8th Hour	No 8th Hour	No 8th Hour

School Visitors

For your student's safety, upon your first visit to Sterling Public Schools, you will be required to provide government-issued identification in the main office. Visitors must display the label provided by the office on their clothing to be permitted into the building.

Before School

The library will open at 6:30 a.m. for students who wish to utilize it. Students may purchase breakfast and enjoy it in the cafeteria. Students are encouraged to use the time before school to prepare for their day; students should begin to make their way to their first hour class at the first bell (7:50 a.m.).

After School

The Library will be open until 4:00 p.m. for those students who wish to utilize it. If it is necessary for students to wait for their parents or for busses, they may do so in the commons, auditorium lobby or library, provided they observe good school conduct. Students may remain after 3:30 p.m. to participate in extracurricular activities or if under direct supervision of a teacher or staff member. Many student activities are held at the high school in the evening. Students should use the entrance closest to the activities for admission.

Closed Campus/Open Hours

Sterling High School has a closed campus policy for all students. This means, students may not leave campus without specific permission to attend an outside placement. Students may not leave campus to go out to lunch.

Sophomores, juniors, and seniors have the opportunity of scheduling an open hour provided they have earned the privilege by meeting the following criteria: 95% attendance or higher; all A's, B's, and C's; no disciplinary referrals; no referrals for tardies or truancy; and seniors, who are on track for graduation, may qualify for open hour(s). Sophomores must be enrolled in at least six credit earning courses; juniors and seniors must be enrolled in at least five credit earning courses. All shortened schedules are subject to administration, counselor, parent, and student agreement/conference. All discipline hours must be served prior to earning and open hour.

If at any time during the semester the student fails to continue to meet the aforementioned criteria, he or she will have his or her open hour revoked and will be placed into a study hall or computer-based learning course. Decisions on granting unscheduled hours will be made by administration on an individual basis. No student is guaranteed an open hour. Students may not request a schedule change for the purpose of an open hour. Students with open hours must be in the library, working with a teacher, or off campus. If students fail to meet the criteria for an open hour (95% attendance or higher; all A's, B's, and C's; no disciplinary referrals; no referrals for tardies or truancy) it may be removed from their schedule at administration discretion. Students may lose an open hour if they must be put in an 8th hour class due to failing grades. Students with open hours must be in the library, with a teacher, working, or off campus.

Crisis Plan

Each school within Sterling Public Schools has a crisis response plan. This plan has been developed in the case of a dangerous circumstance or emergency situation. The staff reviews this plan frequently, ensuring understanding and offering revisions if necessary. Please contact your building administrators if you have any questions.

Lockers

Student hall lockers will be assigned to students at registration.

- The ownership of the locker is maintained by the school district and the student is granted a limited use of the locker solely in accordance with these regulations. It is the responsibility of the students to report lockers that are not working properly to the main office.
- 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 is legally entitled to have in his possession.
- Lockers may be searched by the school administration at any time.
- Student locks must be authorized by the school. Unauthorized locks will be removed at the student's expense. Any padlock not returned, lost, or damaged will result in a \$5.00 replacement fee.
- Students must use only their assigned lockers. Students **shall not** share their locker or their locker combination with other students.
- The school is not responsible for lost or stolen property.

Locker Locations (identified by classroom number)

1 – 41	105 Hall	474 – 530	Main Office Hall
42 – 123	120 Hall	542 – 614	Main Office Hall
124 – 164	105 Hall	615 – 755	237 Hall
165 – 178	128 Hall	756 – 792	2nd Floor Elevator
179 – 287	137 Hall	793 – 977	270 Hall
288 – 329	149 Hall	978 – 1128	290 Hall
330 – 473	166 Hall		

Lunch Hour and Cafeteria

A variety of food items and meals can be purchased in the cafeteria. Those who prefer to bring lunches will be able to supplement them with items purchased at the snack bar. Each student is responsible for disposing of his or her own trash and tray. Trash in the immediate area of each student is considered to be his/her responsibility.

Since many classes are in session during the lunch hour, students are to stay out of the hallways and remain in the designated areas until they are dismissed by the bell. These include the cafeteria, courtyard, Musicals Cafe, and library. Students who eat in Musicals Cafe may not eat in the hallway. No food will be allowed into

the library. Failure to follow rules and guidelines and/or misbehavior in the cafeteria may result in assigned seats, detentions, and/or suspension.

Pledge of Allegiance and Moment of Silence

Section 27-3 of the Illinois School Code states that the Pledge of Allegiance shall be recited each school day by pupils in elementary and secondary educational institutions supported or maintained in whole or in part by public funds. The Pledge of Allegiance is said over the intercom in the main office at 8:00 a.m. every school day with students and staff participating in their respective classrooms. In accordance to The Silent Reflection and Student Prayer Act, 105 ILCS 20/0.01 et seq., Illinois public school classroom teachers are required to observe a “brief period of silence” with students at the beginning of every school day “for silent prayer or for silent reflection on the anticipated activities of the day.”

Lost and Found

A “Lost” box (for large, bulky items like sweatshirts, etc.) is located by the elevator in the hallway of Door 10. “Lost” items are also turned into the Main Office. Items lost during events in the Field House remain in the Field House. A student may reclaim an article in the Main Office by properly identifying it. “Found” articles, except library books and text books (which should be returned to the library), should be taken to the Main Office or placed in the “Lost” box. At the end of each semester, items are discarded or donated.

Use of Office/Classroom Telephones

The use of the office phone is limited to school business. Students may use classroom phones with teacher permission.

Work Permits

A student must have a work permit for any regular after-school job if he or she is under the age of 16. The application for a work permit, available in the main office, needs to be completed and signed by the prospective employer and returned to the main office by the student. Upon receipt of the completed application, the work permit will be issued and a copy sent to the state registry.

Library Media Center

The library staff is dedicated to providing curriculum-related information services and instructional equipment for students and staff. The library is open Monday through Thursday 6:30 am to 4:00 pm and Fridays from 6:30am - 3:45pm. Library users have access to multiple licensed databases, the Online Library Catalog, as well as the Warrior Workshop maker space. The library print collection includes over twenty thousand volumes and more than twenty periodical subscriptions. Also, library staff provide full inter-library loan services to library users. The library also provides an extensive e-library of reference books and other literature. A student must have a current SHS ID card to borrow materials from the library.

Sterling High School—Privileges By Class

Sterling High School promotes positive decision-making and behaviors through the use of a privilege system. The purpose of this system is to positively reinforce those students who follow the school expectations, achieve academic success, and exemplify good citizenship in the school community.

Freshman Academy

- Freshman Academy Student of the Month
- Quarterly Incentive
 - 95% or Higher Attendance
 - All A's, B's, or C's
 - No Disciplinary Referrals
 - No Referrals for Tardies

Sophomores

- Quarterly Incentive
 - 95% or Higher Attendance
 - All A's, B's, or C's
 - No Disciplinary Referrals
 - No Referrals for Tardies
- Open Hour (1st or 7th) Hour Criteria (all Based on Previous Semester)
 - 95% or Higher Attendance

- All A's, B's, or C's
- No Disciplinary Referrals
- No Referrals for Tardies

Juniors

- Quarterly Incentive
 - 95% or Higher Attendance
 - All A's, B's, or C's
 - No Disciplinary Referrals
 - No Referrals for Tardies
- Open Hour (1st or 7th) Hour Criteria (all Based on Previous Semester)
 - 95% or Higher Attendance
 - All A's, B's, or C's
 - No Disciplinary Referrals
 - No Referrals for Tardies

Seniors

- Quarterly Incentive
 - 95% or Higher Attendance
 - All A's, B's, or C's
 - No Disciplinary Referrals
 - No Referrals for Tardies
- Exemption from Second Semester Final Exams
 - 95% or Higher Attendance
 - All A's, B's, or C's
 - No Disciplinary Referrals
 - No Referrals for Tardies
- Five - Six Period Day Schedule
 - On track with state and local graduation requirements
 - Earned 17 or more credits at end of Junior year
- Open Hour (1st and/or 7th) Hour Criteria (all based on previous semester)
 - 95% or Higher Attendance
 - All A's, B's, or C's
 - No Disciplinary Referrals
 - No Referrals for Tardies

*** An open hour may be revoked for violation of school policy.**

Final Exam Exemption Incentive

Freshman - Seniors 1st Semester

- Fewer than 7 total tardies/semester
- No referrals
- 95 % Attendance for the Semester
- Passing all classes - with at least 70% (However, can only exempt from courses with an 80% or better and not WACC or Sauk Dual Enrollment)
- Do all your homework and participate in class after declaring exemption

Second Chance To Earn First Semester Exemption Freshman – Seniors

Students who do not meet the above criteria because of attendance have an opportunity to earn back their exemption, by meeting the following criteria:

- 90% - 94.9% Attendance for the Semester
- Perform 3 hours of community service at an outside agency.

Freshman - Juniors 2nd Semester

- Fewer than 7 total tardies second semester
- No referrals

- 95% Attendance for the Semester
- Passing all classes - with at least 70% (However, can only exempt from courses with an 80% or better and not WACC or Sauk Dual Enrollment)
- Do all your homework and participate in class after declaring exemption

SECOND CHANCE TO EARN SECOND SEMESTER EXEMPTION FRESHMEN – JUNIORS

Students who do not meet the above criteria because of attendance have an opportunity to earn back their exemption, by meeting the following criteria:

- 90% - 94.9% Attendance for the Semester
- Perform 3 hours of community service at an **OUTSIDE AGENCY**.

Hall Passes

Students are expected to have a pass when leaving a class or scheduled area, and any request authorizing a student to leave a scheduled area must be signed by the teacher initiating the request. Students must also sign in and out of class when leaving a class period that is in session.

1. Teachers will not give students passes out of class unless it is an absolute emergency.
2. Students in the hall must present their pass and student ID to District Staff upon request.
3. Students in the hall without a pass or student ID will be referred to the administration.

Student ID card

Each student will receive a picture ID card. For the safety and security of the students of Sterling High School, it is required that every student carry his/her ID at all times. The student ID card is also used for lunch accounts, the library, entrance into student activities, and Internet use. Failure to produce a school picture ID when asked by faculty, staff, or administration will result in a loss of privilege and/or additional consequences. Students may purchase new photo ID cards from the Main Office. The cost of a new photo ID card is \$2.00.

Student Recognition

Sterling High School Senior Students of the Month

- Applications available in the SHS Main Office and on the SHS Website
- All applications are posted for the entire SHS Staff to view and vote on each month.
- Winners are male and female with most votes

Sterling High School Freshman Students of the Month

Freshman Teachers will recommend ~~male and female~~ freshman students. After recommendations, freshman teachers vote on all recommended applicant based on following standards.

- All A, B, and C grades
- No Discipline Referrals
- 95% Attendance or Higher

Sterling High School Scholar Athletes of the Month

- Above a 3.0 GPA
- Senior
- Active, contributing member to an SHS Athletic Team
- Decided upon by Activities Director and Jim Spencer (Mr. Spencer serves as liaison for the sponsor of the program)

Sterling High School Scholar Performer of the Month

- Above a 3.0 GPA
- Senior
- Active, contributing member to an SHS Fine Arts Group or Activity
- Decided upon by Activities Director and Jim Spencer with input from SHS Sponsors if needed (Mr. Spencer serves as liaison for the sponsor of the program)

2. Academic Information

Grade Level Classification

The number of credits earned determines a student's grade level classification.

Class Status and Credits

0-4.5 Credits	Freshman
5-9.5 Credits	Sophomore
10-14.5 Credits	Junior
15+ Credits	Senior

A student will not be classified as a senior until he/she has completed the designated school-wide assessment according to Illinois guidelines.

22 Total Units of Credit are Required for Graduation

4 credits	English
3 credits	Mathematics (including Algebra 1 and Geometry)
2 credits	Science
1/2 credit	Elective Social Studies
1 credit	U S History
1/2 credit	Government
1/2 credit	Economics
1/2 credit	Health
1/2 credit	Driver Education (or another ½ credit of Physical Education)
3 credits	Physical Education (Unless approved exemption form is filed)
1 credit	Business OR Technology OR Fine Arts OR WACC OR Foreign Language
5 1/2 credits	Electives

Note: College preparation requires 4 years of English, 3-4 years of math (through Algebra 2), 3-4 years of science, 3 years of social studies, 2 years of a foreign language.

Freshman Academy

Mission Statement

The Sterling High School Freshman Academy provides a caring educational environment that inspires students to become college and career ready.

The purpose of the SHS Freshman Academy is to group freshmen in nearby classrooms, with a team of teachers providing intensive academic instruction and support, in order to increase student success and thereby reduce failure and dropout rates. The failure or success of a student's ninth grade year usually determines if he or she will graduate from high school.

Warrior Way is an 8th Hour course that ALL freshman students will be enrolled in during the first 8 weeks of school. This course will work along with the Freshman Academy to help support freshman and their transition to Sterling High School.

Failed Course Options

A student who does not pass his or her class will not be allowed to enroll in a teacher-taught class for the same course. A student who earns a failing grade in a class will be expected to make up that class in either credit recovery or summer school.

Foreign Exchange Student Credit

Sterling High School students will earn credit toward high school graduation when serving as foreign exchange students when they meet the following criteria:

- The student can show proper documentation of transcript with translation
- The credits earned in the foreign country do not exceed the maximum number of credits the student may earn at Sterling High School during that year.
- Discretion of the counselor and/or administration will be used for grading and GPA determination

Eighth Hour

8th hour is an academic support class for students who are either not on track for graduation or who are in danger of not passing current classes as demonstrated by grades of 'F'. Students will be placed into the class based on grades of the previous marking period, and a student's need for the class will be re-evaluated every 4 1/2 weeks. Students who are failing at the end of the first semester will be scheduled into 8th hour for support beginning 2nd semester. Students who are on track to graduate and who are earning all grades of 'A', 'B', 'C' and/or 'D' will have earned the right not to be scheduled into the class and will therefore be dismissed at 2:20. During the 8th hour class, students will be required to work on homework under the supervision and with the support of Sterling High School teachers.

During the first quarter of school, all freshmen will be enrolled in a Warrior Way class that meets during 8th hour. During this time, students will learn expectations and procedures for success at Sterling High School. Students will participate in guided study time, learn about clubs, organizations, and activities offered at Sterling High School, and build a foundation for success in high school.

Student athletes may elect to participate in an 8th hour that includes study tables, guest speakers, study skills, and academic support as they navigate the NCAA Clearinghouse Requirements. Students interested in this 8th hour should speak to their counselor to be scheduled into the class.

State School Report Cards

State School Report Card information can be found on the district website at www.sterlingpublicschools.org. Paper copies are also available in the Sterling High School office in both English and Spanish.

Early Graduation Procedures

In order to graduate upon completion of seven semesters of school attendance and when graduation requirements have been met, a student must first meet with their counselor to discuss if they qualify. The school counselor will notify the building principal of the student's request and eligibility to graduate early. A student completing graduation requirements mid-year will be eligible to participate in the graduation ceremony in May. A student completing the graduation requirements during summer school is not eligible to participate in a ceremony unless he/she is covered by Illinois HB7344. The Superintendent or designee shall implement procedures for students to graduate early.

Driver Education

In order to be considered for driver education, students must pass a minimum of eight courses in the two semesters prior to taking the course, according to state law. There is a \$250 lab fee plus a \$20 permit fee. Effective with the start of summer 2020 driver education classes, no student will be allowed to take the road portion of drivers education unless the student is in good financial standing with the District. This would include, but is not limited to, not having any significant overdue balances and be unwilling to pay the student account balance.

If your student is planning on enrolling in SHS driver education course, now is the time to make sure your students fees (you may use your Skyward Family Access file to determine that) are paid or make arrangements with Sterling Public School's business office to make a payment plan. The Business Office can be reached by calling 815-626-5050.

Grading System

A progress report is issued each marking period of the school year. This will show the student and the parent what progress has been made in the student's work. A report card is issued each semester. The semester grade becomes a part of the student's permanent school record.

Students will earn weighted grades for Advanced Placement courses.

The grading system used for this reporting has the following point value:

GRADE	POINT VALUE	WEIGHTED POINT VALUE
A Superior	4.0	5.0
B Above Average	3.0	4.0

C Average	2.0	3.0
D Below Average	1.0	1.0
F Failing	0.0	0.0
W Withdrawal	0.0	0.0
P Pass		
I Incomplete		

An "Incomplete," except in unusual circumstances, must be made up two weeks after the report cards have been issued. Any course in which a student received an "F" or "W" must be repeated if he/she is to receive credit.

Dropping Classes

Forms for the purpose of dropping a class or classes are available from the student's counselor. Students are encouraged to discuss withdrawal from a class thoroughly with the involved teacher, parents/guardians, and counselors. All other possible alternatives should be explored before the withdrawal option is implemented. Students are encouraged to make schedule changes prior to the beginning of the semester whenever possible.

Single Semester Classes

If a student drops a class prior to the end of marking period 2, no grade will be issued. If the class is dropped after marking period 2, a grade of "WP" will be recorded for the class if the student is passing at the time of withdrawal, and a grade of "WF" will be recorded for the class if the student is failing at the time of withdrawal. The grade of "WP" and/or "WF" will not count in computing the student's grade point average. A student may not drop any semester long class after the end of marking period 3.

Year-Long (Two Semester) Classes

If a student drops a class prior to the end of marking period 2 of first semester, no grade will be issued. If the class is dropped after marking period 2 of first semester, a grade of "WP" will be recorded for the class if the student is passing at the time of withdrawal, and a grade of "WF" will be recorded for the class if the student is failing at the time of withdrawal. The grade of "WP" and/or "WF" will not count in computing the student's grade point average. Any exception to this policy must be approved by the Principal and/or Associate Principal. Students can and will be dropped from a class by administration if there are repeated incidents of misbehavior.

Dual Enrolled Withdrawal Process

All withdrawals from Dual Enrolled classes must be initiated with the student's Sterling High School counselor. The SHS school counselor will then direct the student to the college for their withdrawal procedures. Students who withdraw from a Dual Enrolled class may be expected to maintain a full course load at Sterling High School by enrolling in a course at the time of their Dual Enrolled Withdrawal, if courses are necessary for graduation. Sauk Valley Community College's withdrawal procedures can be found at: <http://www.svcc.edu/UserMenu/potential/right-to-know/withdrawal.html> Students who drop will be assigned to a study hall or computer-based learning course.

Grade Point Average

All semester grades earned by students are represented on the student's transcript. This includes all grades for classes that are repeated. The highest grade for the repeated class(es) will be awarded credit and calculated into the grade point average.

Good Student Insurance Discount

Some insurance companies allow discounts of 15-25% on auto insurance for students who have maintained a "B" average for either the cumulative or semester GPA. Students should contact their insurance agent for the proper forms and submit them to the Main Office for completion.

Marking Period Reports/Academic Progress Reports/Skyward

Every four and a half weeks, marking period reports are posted on Skyward. These grade period reports are cumulative grades of the student's progress throughout a semester.

At any time during the school year, an academic progress report may be initiated for a student. This may be requested by parents, teachers, administrators, counselors, parents, and/or students and may serve as an eligibility check or progress report.

Additionally, parents and/or students may check current grades by accessing Skyward through the parent resources on the Sterling High School homepage or the Sterling Public Schools website. Contact the main office for an access code. Based on these grade reports, a conference may be initiated by students, parents, teachers, counselors, and/or administrators.

Report Cards

Report cards are issued at the end of each semester. These semester grades are recorded on the student's transcript. A semester grade is the cumulative grade of the four grading periods and includes a semester/final exam. Report cards can be accessed online through skyward and are also mailed to families.

Contacting Teachers

Frequent communication between home and school is an important part of your child's education. If you have any questions or concerns, we encourage you to contact your student's teacher(s) through e-mail, phone calls, letters, or in person. All Sterling High School teachers have telephones in their classrooms. The phone system has a voicemail feature and parents are encouraged to phone teachers directly to check on a student's academic progress. The teachers also have e-mail addresses, which are the first letter of the teacher's first name, followed by the teacher's entire last name, followed by @sps5.org. A complete list of telephone extensions and email addresses appears on the SHS website. The phone number at the high school is 815-625-6800.

Pass/Fail Option

Students may elect to take a course on a pass/fail basis if the requirements listed below are met:

- The teacher of the class must be consulted prior to a student's election of this option.
- The teacher of the class will determine what grade percentage constitutes a passing grade but in no case shall this grade be more than 60%.
- The teacher, counselor, administrator, and parent must sign a request slip available in the counselors' office.
- No student will be allowed to take a class pass/fail until he or she has earned 10 credits.
- The completed and signed pass/fail form must be submitted by the last day of marking period 2 in either semester. The pass/fail option cannot be changed once initiated.
- Any course that is used to fulfill graduation requirements may not be taken pass/fail.
- The 1st and 2nd years of a foreign language may not be taken pass/fail.
- A grade of "P" is recorded for a student who has met the teacher's requirement for passing a class, and this grade **is not** calculated into a student's GPA.
- A grade of "F" is recorded for a student who does not meet the teacher's requirement for a passing grade, and this grade **is** calculated into the student's GPA.

Conditional Failure

The first semester teacher may offer a student who fails the first semester of any full-year course a conditional failure. Terms for the conditional failure must be in writing and held by the teacher. A form is available in the Counseling Office. If the terms of the agreement are met second semester, the teacher will notify the registrar to grant credit for the first semester as a "D" grade. If the terms are not met, the grade remains an "F".

Homework

Homework is part of SPS instructional program. Homework is assigned to further a student's educational development and is an application or adaptation of the classroom experience. Homework is used to reinforce and apply previously covered concepts, principles, and skills; is not assigned for disciplinary purposes; serves as a communication link between the school and parents/guardians; encourages independent thought, self-direction, and self-discipline; and is of appropriate frequency and length, and does not become excessive, according to the teacher's best professional judgment.

Study Halls/Learning Labs/AP Labs

- Study hall and learning labs are designed to enhance study skills; therefore, students are expected to bring all materials and supplies needed for the entire hour.
- Students with missing assignments or failing grades will not be allowed to attend the library during a study hall or learning lab period, unless granted permission from a classroom teacher.
- Passes to visit the library or alternate location may be required from classroom teachers.
- All students are expected to remain in their assigned seats.
- Any activity not conducive to learning will be reprimanded accordingly, i.e. card games, texting, watching videos, playing computer games, etc.

Withdrawal From School

Any student who is withdrawing from school is urged to see his/her counselor to discuss procedures for making a smooth transition to another school or to discuss alternate options for completing his/her high school education. Students need to obtain a withdrawal form from their counselor. This form needs to be signed by the parent, the counselor, the nurse, the librarian, the main office secretary, the case manager (special education students only), and the associate principal. The student's computer and all materials checked out with the computer needs to be returned to the main office. All textbooks are to be returned to the teachers and all fines and damage charges paid before the student leaves school. On the last day of attendance, the student needs to have the withdrawal form signed by each teacher and then return it to his or her counselor. When you enroll your child at the new school, you will sign a release of information form. We will then transfer copies of the student's records directly to the school requesting.

Credit Recovery/Retaking a Course/Summer School

Any student may retake a course (if they passed the first time at Sterling High School or the high school the student attended previously) to improve their understanding of course concepts. If a student retakes a course, both grades (first time and second time taking course) will be present on the student's transcript. The highest of the two grades will be figured into the student's cumulative GPA (grade point average). If a student fails a course required for high school graduation at Sterling High School or the student's prior high school, the student must take this course using a computer-based learning program. Both the "F" grade and second grade will be present on the student's transcript. The highest of the two grades will be figured into the student's cumulative GPA (grade point average). Sterling High School offers a computer-based learning program as a credit recovery option for the students. This program will be available during a designated class that will be listed as CBL (computer-based learning) on the student's schedule. During this class the students will be assigned a teacher that will assist the student in completing the class. If a student takes Algebra 1 in 8th grade and opts to retake the course again, the grade from the high school course will be figured into the student's cumulative GPA.

Students enrolled in summer school courses will be required to pay \$130 per 1/2 credit course. Some courses are offered through a computer-based learning program as part of credit recovery. These are for students who have previously failed a course. Other courses are taught by an instructor and are for students taking a course for the first time. Registration for credit recovery or summer school is done in the Main SHS Office or with a student's counselor during regular office hours. Information about which courses will be offered during summer school will be available in the spring.

3. Attendance

Attendance Policy

The administration and teaching staff at Sterling High School agrees that punctual and regular attendance is essential to a student's success in school. Regular attendance is also a mark of a mature sense of responsibility. Unfortunately, circumstances may sometimes arise that make it impossible for a student to attend school. When such an absence does occur, it is necessary for the student to seek out and complete assignments. However, it is important for students to realize that completing make-up work does not replace the actual experience of being in class. It is not possible to make up the learning experiences that occur through listening to instruction, participating in classroom discussions and activities, and hearing and processing the ideas and questions of others. Therefore, regular daily attendance must be a priority of each and every student at Sterling High School. To help students meet the goal of regular attendance, a limit of ten absences from one class in one semester will be imposed. Any absences beyond ten, except for no count

absences, may directly affect the student's grade, with teachers having the discretion to accept make-up work. Unexcused or unexplained absences at any time will affect the student's grade, as described in unexcused absences (truancy).

Valid Causes of Absenteeism

Sterling High School, in keeping with Section 26-2A of the Illinois School Code which states "Valid cause for absence shall be illness, observance of a religious holiday, death in the immediate family, family emergency, and shall include such other situations beyond the control of the student as determined by the board of education in each district, or such other circumstances which cause reasonable concern to the parent for the mental, emotional, or physical health or safety of the student", considers the following circumstances to be valid causes for a student's absence:

- Illness
- Religious holidays
- Death in the family
- Valid doctor or court appointment - Student should have documentation upon his/her return to school.
- Family emergency.

NOTE: A reminder to all students and parents about absences:

The Illinois legislature has defined to its schools what constitutes a valid cause for an absence. Please understand that as a school, we determine what is considered "valid cause" for an absence. The SHS administration reserves the right to deny anyone the right to leave the building at any time.

Categories of Absences

Excused Absences

If a student's absence has a valid cause and is reported to the Attendance Office within 24 hours, the first ten such absences will be considered excused. More than ten absences will require a doctor's note in order to be excused and the same provisions will apply after ten absences concerning missed student work. Students will be allowed to make up work missed from excused absences and suspensions. Parents/Guardians will be informed by mail at the time of the student's seventh absence from a class.

Policy on Excused Absences:

- 7+ excused absences in a semester or 3 consecutive absences = warning letter
- 10+ excused absences in a semester = doctor's note may be required

No Count Absences

Certain absence situations will not count in the student's ten allowed absences. These include:

- Field trips
- 2-college visits
- Extra-curricular activities
- Religious holidays, when the approval procedure is followed prior to the absence
- Visits to administrative offices or appointments with counselors or social workers

Students always have the privilege of makeup work missed from an no count or excused absence, provided the work is completed within the makeup work policy, two days for every day missed.

Unexcused Absences (Truancy)

Sterling High School, in keeping with Section 26-2A of the Illinois School Code which states "A "truant" is defined as a child who is subject to compulsory school attendance and who is absent without valid cause, as defined under this Section, from such attendance for more than 1% but less than 5% of the past 180 school days" considers unexcused or truant when absent for a school day or any portion of a school day without valid cause. If a student's absence is unexcused, he/she may not be allowed to make up work for credit. Exceptions will be made for major tests and projects; these, however, must be made up within one school day of the absence. Examples of unexcused absences: Attendance office not receiving a call within 24 hours, oversleeping, missing the bus, car trouble, work, or employment interviews, hair appointments and/or leaving without permission (even with illness). Students who become ill must first see our school nurse. Our nurse will contact parents if she feels the student needs to go home. It is extremely important that all students attend each of their classes daily. Valuable information is missed and grades suffer when a student misses class.

Sterling High School Administration is trying to reduce the number of student truanancies. In efforts to do this, the truancy policy has been updated. When a student is missing from class and the absence has not been excused, the following procedure will take place:

Truancy (School) (Student is unexcused/skips at least three class in a school day)

- The student is called to the attendance office and/or the absence is discussed with administration.
- The first and second truancy offense will result in one-hour detention.
- The third and fourth truancy offense will result in a 3-hour detention.
- **Every subsequent truancy will result in a 3-hour detention.**
- A parent/guardian contact will be made each time a student is truant. This contact will be made either by mail, telephone or email.
- If a student is truant for 2 days, a referral will be made for an intervention through the Truancy Alternative Program.
- If a student is truant for 5 days, a full referral will be made through the Truancy Alternative Program.

Truancy (Class)

- The same policy is followed for truancy (class) as it is for truancy (school).
-

Truants' Alternative Program (TAP)

Schools have many goals and responsibilities for educating students, such as preparing them for employment as adults is one very important goal. As students grow and mature, they develop the skills and habits that they will use as adults in the workforce. Punctuality and regular attendance are crucial habits that successful employees exhibit. Students begin developing these habits as early as kindergarten by coming to school regularly and on time. In cooperation with the Regional Office of Education, students may be referred to the Truants' Alternative Program (TAP) in order to help ensure the success of that student. A student may be referred to TAP when they qualify for an intervention or a full referral.

Responsibilities for Excused Absences

It shall be the student's responsibility to:

1. Present the appropriate verification to the attendance office.
2. Make arrangements for make-up work for excused absences with individual teachers. The time allowed for make-up work is equal to the number of days of excused absences.

It shall be the parent/guardian's responsibility to:

1. Ensure that the circumstances for an absence are of valid cause and sufficient reason to warrant the student missing valuable instruction time.
2. Inform the attendance office of any valid absence within 24 hours of the absence.

It shall be Sterling High School's responsibility to:

1. Monitor the student's attendance.
2. Inform parents/guardians of any attendance problem.
3. Upon request, provide students with homework assignments on the day the student returns to class from an excused absence.

Reporting an Absence

Sterling High School has a twenty-four hour answering machine. Parents/guardians or emancipated students should notify the attendance office (815-622-4181) by 10:30 a.m. on the day of an absence. The attendance office is open at 7:00 a.m. to receive calls. To have the absence excused/explained, the call must be received within 24 hours or by 4:00 p.m. the day after the absence. Any absence not excused/explained within the 24-hour time frame will be considered unexcused and subject to truancy procedures.

Extended Absences (Family Vacations):

The parent or guardian of the student, through a personal visit or call to the administration prior to the contemplated vacation, must make arrangements for this type of absence. If the request is approved, the student must first meet with his or her counselor, who will facilitate contact with each of the student's teachers prior to departure. Classroom teachers will determine the eligibility of a student to receive academic credit for the days absent based on the student's attendance status in the class, in accordance with the Sterling High

School attendance procedures. In regards to missing finals due to an extended absence, arrangements for first semester must be made by December 1st for the student to be given permission to take a final before or after the scheduled final. For second semester, arrangements for rescheduling finals must be made by May 1st. If a student misses his/her final exams, his/her grade will remain an incomplete until finals are completed; finals should be completed within one week of the student's return.

Procedures for Leaving School Grounds

1. The attendance office or nurse must have a call from the student's parents/guardian before he/she is allowed to leave campus.
2. Students must go to the attendance office for a pass to get out of class for medical or dental appointments, etc.
3. The student must sign out at the attendance office. If the student returns before the end of his/her school day, he/she should sign in at the attendance office.
4. If a student is ill, he/she must report to the nurse or to the attendance office for permission to leave school. **If students leave school ill without seeing the school nurse or school personnel first, it will be considered truancy.** The school nurse must excuse them as ill for the remainder of the day.

*Any student leaving school grounds during the school day without following these procedures will be considered truant.

Tardy Policy

Tardiness is considered unacceptable behavior because it disrupts class, reflects a negative attitude toward class, creates disruptive problems in the hall, and develops a habit that could impact on future employment. All tardies will be handled by the classroom teacher and assisted by administration, when necessary. Teachers will use the following consequences/interventions but are not limited to warnings, parental contact, counselor referral, and before school or after school detentions.

Tardies

- All students and teachers are expected to be on time to each class. (On time per teacher classroom rules).
- Every teacher will follow the same tardy policy.
- Teachers will be expected to make parent contact on the 3rd and 4th tardy. If contact cannot be made, then a form letter will be sent home. (A form letter will be available).
- Tardy policies will be communicated to students.

Tardy Policy

1st Tardy – Warning

2nd Tardy – Teacher discretion (Teacher may give another warning, a short detention, etc.)

3rd Tardy – 15 minute detention with teacher possible and parent contact made.

4th Tardy – 30 minute detention with teacher possible and parent contact made.

5th Tardy – Automatic referral sent to administrator, 1-hour detention, and loss of open hour, if applicable.

From the 5th tardy on, Skyward automatically sends referrals to the appropriate administrator. For full years courses, total tardies will continue into the next semester. Students should not be sent to the office when they are tardy. Administrators will use parent contacts, parent meetings, detentions, etc. to deal with the problem. If a student is more than 15 minutes late, he/she will be marked absent in Skyward. Please contact the attendance office by phone or e-mail by the end of the day in regards to the tardy.

TARDY TO SCHOOL

5 Tardies = One hour detention and parent contact

6 - 9 Tardies = One hour detention for each tardy and parent contact

10 - 11 Tardies = One hour detention for each tardy, referral to TAP, and parent contact

12 - 14 Tardies = One hour detention for each tardy, parent contact, and warning letter sent home

15+ = One hour detention for each tardy

Over 15 Minutes Tardy = Truancy to Class Referral

TARDY TO CLASS

3-4 Tardies per class = classroom discipline and parent contact

5-9 Tardies per each class = One Hour Detention for each referral and parent contact

10+ = One hour detention for each tardy and parent contact and referral to TAP
Over 15 minutes to class without a valid excuse = Truancy to Class Referral

4. Student Rights & Responsibilities

Section 10-20.5 of the School Code of Illinois specifies that the Board of Education has the responsibility to adopt and enforce all necessary rules for the management of the public schools of their district. Rules and regulations are necessary for the development and maintenance of an orderly and safe school environment that is conducive to teaching and learning. As a result, certain behaviors are recognized as being inappropriate and unacceptable at school, on school property, and within the jurisdiction of the school district.

The following consequences will be utilized for students in violation of Sterling High School's Discipline Policy: Before and after school classroom detention(s), behavior contracts, 1-hour and 3-hour detentions, out-of-school suspension, parent conferences, removal of privileges, social and/or disciplinary probation, student conferences, financial restitution, police referral, and expulsion. The following services will be utilized: Counselors, school psychologists, and social workers.

The Code of Conduct applies to any student under the jurisdiction of Sterling High School, including any student attending a district-sponsored function both at home and away. All students are entitled to enjoy the rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures. This section is developed in capsule form to explain general rules, policies, and procedures at Sterling High School.

Student Expectations

1. Treat others with dignity and respect.

- Interact in a spirit of mutual cooperation.
- Respect and appreciate diversity.
- Develop a sense of community within and outside of the classroom.
- Treat each other in a courteous manner.

2. Know your audience and always use appropriate language.

- Communicate and interact effectively.
- Do not use language that offends others.
- Do not use confrontational or abusive speech.

3. Keep our school clean and neat.

- Be responsible for ourselves.
- Pick up after yourselves and others.
- Respect school and personal property.
- Treat our school's appearance as a source of pride.

4. Solve problems by stopping, thinking, and discussing your actions.

- Care for ourselves and others.
- Try to understand each other in order to find workable solutions.
- Resolve disagreements through conflict resolution.

5. Demonstrate personal and academic responsibility and integrity.

- Tell the truth.
- Demonstrate personal and academic honesty.
- Be trustworthy.
- Take responsibility for our behavior.
- Do not make excuses.

6. Prepare yourself for post-secondary success.

- Complete classroom and homework assignments.

- Communicate with your teacher when you are absent from class.
- Focus your attention and energy on academic responsibilities rather than social distractions of the school day.

Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, nationality, sex, sexual orientation, ancestry, age, religion, physical or mental disability, gender identity, status of being homeless, order of protection status, or actual or potential marital or parental status, including pregnancy. Any student may file a discrimination grievance by using the Uniform Grievance Procedure, Policy 2.260.

Sex Equity

No student shall, on the basis of sex, sexual orientation, or gender be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied access to educational and extracurricular programs and activities in compliance with Public Law #94. Any student may file a discrimination grievance by using the Uniform Grievance Procedure, Policy 2.260.

Harassment

Harassment, intimidation, and/or bullying of a student or staff member is prohibited. Inappropriate verbal comments, written comments, or gestures directed toward a student or staff member on the basis of actual or perceived color, race, age, religion, creed, ancestry, nationality, gender identity, gender-related identity, order of protection status, status of being homeless, actual or potential marital or parental status, ethnicity, sex, sexual orientation, physical or mental disability, other protected group status or association with a person or group with one or more of the aforementioned actual or perceived characteristics will not be tolerated. Comments and/or actions that demean, intimidate, or are generally considered to be hostile or offensive/derogatory to a particular sex, ethnicity, or group can lead to disruptions in school environment and interfere with a student's educational performance. Examples include, without limitation, threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. Students who believe they are victims of harassment, intimidation, and/or bullying or have witnessed harassment are encouraged to discuss the matter with the Student Nondiscrimination Coordinator, Building Principal, an Associate Principal or a Complaint Manager. Students must make the report within 10 days of such an incident. Students can expect that a school administrator will get back to them about the complaint within five school days. Students who have followed these procedures and feel their complaint has gone unresolved may take their issue to the Superintendent of Schools and School Board (Policy 7.20 Students).

5. Student Dress Code

Sterling High School believes the appearance of students is primarily the responsibility of the parent. However, when a student's appearance is felt to be detrimental to the educational process or presents a health or safety issue, the student will be asked to make appropriate changes. In general, school attire will cover an individual's upper body and lower body from the top of the shoulders to the mid-thigh area. Students are also required to wear some type of footwear. The following guidelines are clarifications of the above rules:

1. Clothing must be opaque (not sheer).
2. Clothing must overlap at the waist, when students are standing, sitting, or actively participating in their daily routine.
3. Clothing and accessories such as backpacks, patches, jewelry, and notebooks must not display racial or ethnic slurs/symbols; gang or cult affiliations; vulgar, subversive, or sexually suggestive language or images, words or images that can be directly interpreted or construed as carrying a "double meaning" involving sexual innuendo, gang symbols, or sexual activity; products which students may not legally buy.
4. Clothing must have straps, a front, a back, and sides that do not expose undergarments (bra straps may be visible, but bra cups and bra bands (front and back) may not.
5. Undergarments may not be worn in an exposed manner (including, but not limited to bras, underwear, and boxers).
6. Pants should be worn at the waist or hip level.
7. Heavy neck, wrist, and wallet chains are not permitted.

8. Head apparel including bandanas, sweatshirts hoods, hats, etc. (except for religious or medical purposes) must not be worn inside the school building. These items should be removed from the students head as they pass through the exterior to the interior of the building.
9. Backpacks, purses, and outerwear must be kept in lockers.
10. Any clothing item deemed a “distraction” to the learning environment by the administration will not be permitted.

If a parent is unable to bring a change of clothes, the student will not be allowed to leave campus to change. Clothes (t-shirt, sweatpants, or other appropriate attire) will be provided to him/her by the administration. Exemptions to the dress code may be determined for specific events or causes, as determined by the administration. Items deemed in to violate the dress code may be held in the office pending parent/guardian pick up.

Graduation Ceremony

All students participating in the ceremony will be required to wear unaltered caps and gowns.

6. Student Services

School Counselors and Student Services

Sterling High School is committed to providing a counseling program to all students. Sterling High School Counselors believe in working to make continuous strides to meet the academic, social-emotional, and post-secondary needs of all students. School counselors work in collaboration with parents, teachers, administrators, nurses, and the community to enable students to leave high school with a developed plan to be a productive member of society and have the academic and social-emotional skills necessary to follow that plan.

Counselor/Student Confidentiality

The general requirement that counselors keep information confidential does not apply when disclosure is required to prevent clear and imminent danger to the client or others, or when legal requirements demand that confidential information be revealed. Counselors adhere to the Code of Ethics and Standards of Practice of the American School Counselor Association.

Professional Therapy Dogs

Professional therapy dogs may work in our schools. Notification dates and locations of therapy dog visits will be provided to staff and students prior to visits. All therapy dogs working/visiting SHS will be accompanied by their approved handler and required to prove appropriate certifications, veterinary care, a certificate of veterinary inspection, and proof of rabies vaccination, according to local or state requirements. Before each academic school year, SHS will request information from parents/guardians in reference to their student(s) dog allergies or fear of dogs.

Scholarships

The counseling office disseminates scholarship information. Due to the numerous scholarship listings, students are strongly urged to contact their counselor for information. An up to date list of scholarships made available to Sterling High School students in Naviance. Every SHS student has a Naviance account. If a student does not know how to access his/her account, he/she should contact his/her counselor.

Student Welfare Services

The following services may be provided directly by the school district or through contract:

1. Health services supervised by qualified school nurse(s).
2. Educational and psychological testing services and the services of a psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from the parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.
3. The services of a social worker. A student’s parent(s)/guardian(s) must consent to regular or continuing services from a social worker.
4. Counseling services.

Students with Special Needs

Sterling Public Schools, in cooperation with Bi-County Special Education Cooperative, offers a full range of diagnostic and instructional support services for students with identified special needs. Services are available for areas of eligibility. Parents and/or school personnel may request referrals of students for the special education programs and services.

Before a student can receive special education programming and/or services, the following criteria must be met:

- The student must be registered with Sterling Public Schools.
- The student must have a documented disability as determined by a multidisciplinary team.
- The student must be a resident of Sterling Public Schools.
- The student must have an educational need.
- Appropriate procedural safeguards must be followed in order to guarantee the student's Free and Appropriate Public Education.

These criteria are established through diagnostic testing and evaluation, information provided by school personnel and family, and other sources as requested by the family or school.

Eligibility for services is determined and agreed upon at a child review at which parents; school personnel, Bi-County personnel and others are invited to attend to review the results of the case study evaluation. An Individual Education Program (IEP) is then developed to address the specific learning needs of the student.

Special Education services are provided in and coordinated with the regular classroom program as much as possible. However, additional resource and/or support are provided as per the best interest of the student's needs. In some instances, placement outside of the Sterling Public Schools is necessary to meet specific student needs. Please address any questions regarding the availability of special education services to your child's teacher or the building principal.

Misconduct by Students with Disabilities

Board Policy 7.230 Students.

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. (For additional reference, access Board Policy 7.230.

Student Records

The District will maintain two sets of school records for each student: a permanent record and a temporary record.

The permanent record includes:

1. Basic identifying information
2. Academic transcripts
3. Attendance records
4. Accident and health reports
5. Information pertaining to the release of this record
6. Honors and awards
7. School-sponsored activities and athletics
8. Score received from all state assessment tests administered at the high school (PSAT, SAT, ACT, etc.)

The temporary record may include:

1. Family background
2. Intelligence and aptitude scores
3. Psychological reports
4. Achievement test results
5. Participation in extracurricular activities
6. Honors and awards

7. Teacher anecdotal records
8. Disciplinary information, including information regarding any punishment for student misconduct involving drugs, weapons, or bodily harm to another
9. Special education files
10. Verified reports or information from non-education persons
11. Verified information of clear relevance to the student's education
12. Information pertaining to the release of this record

School student records are confidential and information from them shall not be released other than as provided by law. The Family Educational Rights and Privacy Act (FERPA), the Children's Privacy Protection and Parental Act, P.A. 93-0462, and the Illinois School Student Records Act afford parents/guardians and student over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access. Students less than 18 years of age have the right to inspect and copy their permanent record. Parents/guardians or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent(s)/guardian(s) or eligible student of the time and place where the records may be inspected. The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c, 105 ILCS 10/5a, and 750 ILCS 60/214(b)(15)).

2. Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identify the part of the record they want changed, and specify the reason. If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of his or her right to a hearing regarding the request for an amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

3. 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 is permitted without consent 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 a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official 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 individuals described in this paragraph, the parent(s)/guardian(s) will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records. The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are 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(s)/guardian(s) 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 person and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. The right to a copy of any school student record proposed to be destroyed or deleted. Permanent records are to be kept for 60 years and temporary records for five years after graduation or transfer. Before a student's

record is actually destroyed, the parent or eligible student must be notified and be given reasonable time to inspect the record. For mass record destruction, notification by publication is sufficient to meet the notification requirement.

5. The right to prohibit the release of directory information concerning the parent/guardian's child. Throughout the school year, the district may release directory information regarding students, limited to:

- Name
- Address
- Gender
- Grade level
- Birth date and place
- Parents'/guardians' names and addresses
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organization, and athletics
- Major field of study
- Period of attendance in school

Note: Any parent(s)/guardian(s) 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. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student is specifically informed otherwise.

6. 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.

7. The right to file a complaint with the US 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

Health Services

The school nurse is on duty from generally 7:30 a.m. to 3:30 p.m. with one hour for lunch to be chosen by the nurse. Her office is located in room 219. All students who are ill or injured on the school premises should report, or be reported to the nurse immediately. In case of an emergency or illness and the nurse is not in her office, report to the main office. In case of an accident, the nurse/designee may give first aid. **All students requesting permission to leave school because of illness should do so in through the nurse's office.** An adult family member or emergency contact person must be contacted before signing out in the attendance office. Arrangements for MDX (medical excuse from PE) should be made with the nurse during PE class time or before school if time permits.

Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take medication during school hours or school related activities, both must provide written authorization for the school to dispense the medication to their child/ward and otherwise follow the district's procedures on dispensing medication. This written authorization is effective for the school year for which it is provided and shall be renewed each school year.

No School District employee shall administer to any student, or supervise a student's self-administration of any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent(s)/guardian(s) No student shall possess, or consume, any

prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures. A student may possess an epinephrine auto injector or medication prescribed for asthma, or diabetic medications, for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) have completed and signed a "School Medication Authorization Form." The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or the medication's storage by school personnel. Parent(s)/guardian(s) must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of medication or the storage of the medication by school personnel.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. The student's parent/guardian may come to the school and administer any needed medication.

Asthma

The State Board of Education, in consultation with statewide organizations with expertise in asthma, developed a model asthma episode emergency response protocol. All public school districts in Illinois must adopt an asthma episode emergency response protocol that includes the components of the State Board's model. Sterling Public School's Asthma Action Plan (AAP) is available in your child's school nurse office. If your child's doctor has diagnosed him or her with asthma, the school district must annually requires an AAP. The AAP must be completed by the child's healthcare provider. For more information, please contact your school nurse.

Medicaid Reimbursement

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services. Therapy and diagnostic services provided to your child are partially reimbursable. Unless you object in writing, Bi-County/SPS will claim Medicaid/Kid Care reimbursement for services provided. These claims will have no impact on your ability to receive Medicaid funding either now or anytime in the future. If you do not object to this release of information related to Medicaid claims for your child, do nothing.

7. Alternative School

Sterling Alternative Program

Students currently enrolled in Sterling High School's Alternative Program are eligible for a diploma that meets the State of Illinois's minimum high school graduation requirements.

Each Alternative student must, in addition to other course requirements, successfully earn the following credits to earn a Sterling High School Diploma:

4 credits	English
3 credits	Mathematics
2 credit	Science
2 credits	Social Studies (1 credit U.S. History and 1/2 credit Government)
1/2 credit	Consumer Education/Economics
1/2 credit	Health Education

Required Credits = 12 and Elective Credits = 5.5

TOTAL CREDITS REQUIRED = 17.5

Alternative School hours:

AM session: 8:00 am – 10:50 am

PM session: 12:15 pm – 3:00 pm

The Sterling High School Alternative School Program is designed as a voluntary alternative to the Sterling High School general academic program. As there are limited seats available in the alternative school, seats are reserved for those students who demonstrate dedication to their education by being consistently present for class and making progress toward graduation.

Students who do not meet minimum attendance or grade point average requirements will be denied enrollment in the Alternative School Program for the next semester.

* Note: All rules and policies in the Sterling High School Student-Parent Handbook apply to Alternative School. In addition, the following rules and policies apply:

Attendance Policy

Days absent are counted either as unexcused or “no count.” No count absences are absences excused by a doctor or court. Documentation for these absences must be provided to the attendance office within 24 hours of return from the absence. All other absences are considered unexcused and will count in the calculation of the attendance requirement.

Students must be in attendance for 80% or more of the school days in a semester.

If a student reaches five (5) absences the student will be referred to the Truancy Alternative Program, if not already a part of the program. If, at the end of the semester, the student has not attended at least eighty (80) percent of the school days the parent will be notified in writing that the student will be denied enrollment for a semester unless the student attends at least eighty (80) percent of the days of the following semester. The parent/guardian may request a hearing to appeal this determination before the Board of Education or a hearing officer appointed by the Board of Education.

If, in the following semester, the student fails to meet the eighty (80) percent attendance requirement, the High School will provide written notice to the parent/guardian and student that the student will be excluded from the Alternative School and Sterling High School for the subsequent semester.

Minimum Academic Standards Policy

Students will be enrolled in five classes per semester. The student must maintain a grade point average of 1.0 or above in order to meet the minimum academic standards. At each marking period, the teacher will send a progress report to the student and parents regarding academic progress. If the student is not on track to earn a 1.0 or above g.p.a., the student and parent will be given written notice that the student is in danger of being denied enrollment for a semester if the student fails to achieve a 1.0 or above GPA in the current semester.

If at the end of a semester the student fails to achieve a 1.0 GPA the High School will provide written notice to the parent/guardian and student that unless the student achieves a 1.0 GPA or greater in the next semester the student will be excluded from the Alternative School and Sterling High School for one semester. The parent/guardian may appeal this determination by requesting a hearing before the Board of Education or its appointed hearing officer. The student and teacher will create an academic remediation plan to identify remediation services. If, in the following semester, the student fails to meet the 1.0 GPA requirement, the high school will provide written notice to the parent/guardian and student that the student will be excluded from the Alternative School and Sterling High School for the subsequent semester.

The alternative school is considered its own entity within the school and, as such, alternative students are not allowed in other parts of the building. Any student who is enrolled in the Alternative School is not allowed in any other area in the high school without administrative approval. Being found in the high school, outside the alternative classroom, is a ten day suspension, may be grounds for dismissal from the program, and may result in a charge of criminal trespassing.

In order to provide cafeteria services to the alternative school students, box lunches will be delivered to the alternative classroom at 10:50 a.m. for the morning session and 12:10 p.m. for the afternoon session. Orders must be placed by 8:00 a.m.

The curriculum of the Alternative School is provided through a computer based learning program. While the program is accessible outside of the school building and hours, all tests must be completed in the classroom under the supervision of the teacher in order to protect the program’s integrity.

Enrollment in the Alternative School is a privilege that is only awarded to a limited number of students. Maintaining a calm, productive environment is key to the success of students in this program. Students who

are checking their phones are not focusing on their coursework. Similarly, students who are distracting themselves or others are not focusing on their coursework.

Students who transfer into the Alternative School and have unserved detentions are still considered on social probation and may not attend social events, such as dances and athletic competitions, until those hours are served. Students will have two methods of serving those hours. The student may work his or her hours with a custodian outside of normal school hours in lieu of serving detentions. Additionally, students who successfully pass their first full semester with three or more courses will have their past discipline marked served and earn their way off of social probation.

Failure to adhere to any of the rules of the alternative school or those outlined in the Sterling High School student-parent handbook can lead to dismissal from the program.

8. Student Behavior and Discipline Code

The following criteria is to be used as a guide. Specific details and information may warrant lesser or increasing levels of consequences. Class One and Class Two Offenses are handled by ANY SHS Staff. Class 3-5 Offenses are referrals to the office. (Definitions follow this summary.)

Class 1: Classroom issues handled by teacher (Phone Call and/or Email to Parents):

1. Tardies 1-4
2. Unprepared (supplies not present, technology not charged, etc.)
3. Minor disruptions
4. Classroom rule violation
5. Mild profanity
6. Cell phone in class
7. Off task behavior with technology (games, messaging, youtube, etc.) (Tech Department Notice)

Class 2: Classroom issues handled by teacher (Phone Call to Parents/Meeting with Administrator/One Hour Administrative Detention):

1. Failure to serve classroom detention
2. Tardies 5+
3. Hall pass violation
4. Horseplay in the hallway and/or classroom
5. Public display of affection
6. Bullying/Harassment
7. Insubordination
8. Dress code violations (not able to be resolved in classroom/not resolved in classroom)
9. Continued class one classroom disruption

*Phone calls must be made and/or notices must be mailed/emailed

Class 3: Three Hour Administrative Detention/Short Term Intervention*

1. Truant (class)
2. Leaving class without permission
3. Repeated failure to serve a detention w/teacher
4. Forgery
5. Disruption of the learning process for others
6. Profanity/vulgarity
7. Possession of pornographic or gang-related material
8. Open defiance of authority of a school employee
9. Minor theft
10. Possession of tobacco products (cigarettes, lighter) (in addition to citation from Resource Officer)
11. Possession of vaping products (in addition to citation from Resource Officer)
12. Bullying/Harassment
13. Repeated and/or Blatant Insubordination
14. Loitering on school grounds, with refusal to relocate or vacate the area

15. Cafeteria violation
 16. Verbal altercation in hallway
 17. Continuation of class 2 violation (previous contact with parents is required prior to a referral to the office)
- * After classroom interventions and/or parent contacts have been provided by the teacher

Class 4: Out-of School Suspension for 1-10 days and/or Police Involvement

1. Possession of drugs/drug paraphernalia/alcohol; subject to arrest
2. Under the Influence/Exhibiting the odor of a controlled substance or cannabis
3. Fighting; subject to arrest
4. Striking another student; subject to arrest
5. Destruction/Defacement of school property
6. Habitual truancy
7. Habitual tardiness
8. Sexual harassment
9. Academic dishonesty
10. Intimidation of staff or another student; subject to arrest
11. Representing a gang (symbols/attire/hand signs)
12. Major theft; subject to arrest
13. Gross disrespect to staff
14. Continuation of possession of tobacco products
15. Urging others to fight
16. Bullying
17. Hazing
18. Participating in mob action
19. Reckless driving
20. Racial remarks/displays of hate literature
21. Continuation of class 3 violations

Class 5: 10-day OSS; subject to arrest with a recommendation for expulsion:

1. Gross disobedience as defined by board policy
2. Possession with intent to deliver a controlled substance or cannabis
3. Delivery/sale of a controlled substance or cannabis
4. Possession of a controlled substance or cannabis
5. Pulling a false fire alarm
6. Major theft
7. Major destruction of school property
8. Gang-related defacement of school property
9. Physical aggression towards staff
10. Group or gang-related fight
11. Continuation of class 4 violations
12. Arson
13. Possession of a weapon: knife, firearm, explosives, etc.
14. Smoking/possession of tobacco products (5th offense)

Understanding Consequences

Administrative Review Board

An Administrative Review Board will deal with intervention for students repeatedly violating Sterling High School's Discipline Policy. The Administrative Review Board may be comprised of a teacher, an administrator, the student's counselor, and/or other personnel as deemed appropriate by the administration.

To enhance student achievement and learning and maintain a safe learning climate, it is critical for students to adhere to the discipline policy. For the good of the vast majority of the student body, individual students who consistently violate the rights of others, or who exhibit little or no interest in the basic purposes of the school, will be excluded from the district in a manner and for a period of time consistent with Sterling High School Board of Education Policy and State Law.

After School and Before School Detentions

Detentions that are assigned by teachers, the principal, and/or an associate principal will be served before or after school. Detentions before school will be held in the library from 6:30 a.m. until 7:30 a.m. or as designated by the infraction for 30-minute detentions. Students must sign-in upon arrival; students must arrive by 6:35 a.m. After school detentions, which are served in the detention room, are served Monday, Tuesday, and Thursday. Students may serve from 3:00 p.m. to 6:00 p.m. Students must sign-in upon arrival; students must arrive by 3:15 p.m. Students must stay for at least one hour. Failure to attend any assigned detention will result in further disciplinary action such as more detention time, out-of-school suspension, or exclusion from privileges. This may include, but not limited to, athletic events, dances, and/or participation in the graduation ceremony. For discipline purposes, Sterling High School will also be offering students an opportunity to work in place of the traditional detention. Students who have open hours may be permitted to serve their detention in the main office during this time, but only with administrative approval. No detentions will be served during a student's study hall period.

Expectations:

1. Sit upright, may not lay head down
2. Must be checked in by 3:15 p.m., if it is later, additional time maybe added or early release possibilities revoked
3. No cell phone, iPods, etc. per the discretion of the supervisor
4. May not go to your locker, work should be brought with you
5. No talking
6. Raise your hand if you need assistance or have a question
7. Students are allowed a 5-minute break at 4:30 if they are serving a 3-hour detention

Consequences for Inappropriate Behavior:

1. Early release revoked
2. Removed from detention room
3. Served time does not count
4. Additional time maybe added
5. Out of school suspensions may be assigned

Out-of-School Suspension

Out of School Suspension is the exclusion of a student from the school setting from one to ten days. This action is taken only after other measures have been tried, or in the case of serious offenses. The superintendent, principal, or associate principals shall have the authority to suspend students for gross disobedience or misconduct. Any parent/guardian who feels their student's rights have been violated may appeal a suspension. Prior to a suspension, the student is entitled to a conference with an administrator. During this conference, the student will be told of the specific complaint against him/her and will have an opportunity to respond. Students suspended from school may not appear on campus or participate in or attend school-sponsored activities. The maximum suspension shall be for a period of ten days or until the next regular meeting of the Board of Education or until the imposed conditions have been met, whichever occurs first. (SCHOOL CODE OF ILLINOIS: Section 10-22.6) During the period of an out-of-school suspension, any academic assignment missed will receive no credit until the student makes up the missed work. Students are given as many days to make-up work as they were suspended. (For example, a five day suspension will be given five school days to make up missed work for credit from teacher). Students or guardians may make requests for assignments during the period of the suspension by contacting the main office either in person or by phone, emailing their teacher through Skyward or contacting the teacher through the learning center. The student will have the right to make up any exam or project missed.

To Appeal a Suspension:

1. Contact the administrator's office to arrange a hearing.
2. Student will remain suspended until the decision is rendered.

Social Probation is the suspension of a student from attending all school activities such as athletic contests, school dances, etc. Any student with unserved detention hours will not be permitted to attend the above-mentioned activities or use school facilities before or after the school day until the hours have been served.

Expulsion of Students

The Board of Education may expel students guilty of gross disobedience or misconduct. Expulsion can take place only after the parents have been requested to appear at a meeting of the Board of Education, with a hearing committee, or with a hearing officer of the Board of Education to discuss the situation. Such request by the school will be made by registered or certified mail and will state the time, place, and purpose of the meeting. The Board of Education, at such meeting, will discuss the case and its disposition.

Interview by Law Enforcement Officers

Law enforcement officers will be permitted to interview students at school in the presence of a school official. In any criminal investigations of a student who is a minor, school officials will make every reasonable effort to notify the parent and/or legal guardian of the requested interview by telephone. If the student is taken into custody, school officials must be notified and the parents will be informed by telephone. All reasonable attempts to reach the parents will be used.

Definition/Details of Terms:

Academic Honesty

The students of Sterling High School are called upon to know, to respect, and to practice standards of personal honesty. The faculty and administration wish to make it clear that the following acts are regarded as serious violations of personal honesty and ideals of academic integrity. Any violation of the policy will be considered a Level 2 act of misconduct:

- Submitting work as your own, material copied from a published source
- Submitting work as your own, someone else's published work
- Submitting work as your own, work copied from another student
- Submitting re-written or paraphrased version of someone else's work
- Allowing someone or paying someone to write a paper or complete an assignment for you
- Purchasing a pre-written paper

Cheating:

- Cheating is detrimental to the educational progress of all students. Cheating will not be tolerated. Depending on the seriousness of the offense, any combination of the following options may be exercised by the teacher and/or administrators:
 - Zero for assignment
 - Resubmission of assignment
 - Detention
 - Suspension
 - Withholding of credit
 - Failure of course
 - Referral for expulsion hearing

Any and all of these may be considered, depending upon the seriousness of the offense.

Aggressive Behavior

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or physiological harm to someone else. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct. The Superintendent or designee shall ensure that the parent(s)/guardian(s) of a student who engages in aggressive behavior are notified of the incident. The failure to provide such notification does not limit the school board's authority to impose discipline, including suspension or expulsion, for such behavior.

Battery and/or Physical Assault on School Personnel

Assault or physical attack on school district personnel on or off school grounds will result in a 10-day out-of-school suspension. Parents will be contacted immediately to establish a conference. Local law enforcement will be notified and a recommendation for expulsion will be made to the superintendent.

Backpacks

To ensure the safety and security of all of our students and staff members, students will only be able to carry their computers, binders, books, and a small pencil pouch into the classroom. Students are to utilize their lockers for all coats, purses, and book bags/backpacks. If a student enters the classroom with a book bag/

backpack/purse, he/she will be asked to return the items to their lockers and will be counted tardy for class. Discipline will be handled per handbook recommendations for repeated offenses.

Bullying, Intimidation, and Harassment

Every student is entitled to attend school free from harassment, threats, or fear. Bullying is aggressive behavior that is **intentional, hurtful, and repeated**. Students harassing, intimidating, threatening, bullying, or making it difficult for others to attend school will be subject to consequences. 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.

There are several forms of bullying – all are hurtful. The following are just some examples:

Physical – using physical force to harm others

- Pushing, shoving, hitting, kicking
- Stealing or damaging someone's property
- Hazing a member of a team or group

Verbal – using language to hurt others

- Making intimidating or threatening remarks
- Taunting, insulting, or embarrassing others

Social – hurting another's social standing

- Spreading rumors, lies, or gossip
- Purposely harming another's self-esteem or reputation
- Excluding someone from a group

Cyber Bullying – using technology to cause harm

- Posting hurtful or embarrassing messages or pictures
- Sending harassing or threatening text messages

The consequences for bullying, intimidation or harassment will be detention and/or suspension as determined by administration and/or the police department.

Cafeteria Conduct

1. Every student at a table is responsible for the cleanliness of the table.
2. Materials to clean accidental spills are available from the custodian.
3. Students are to remain in the cafeteria and/or designated courtyard area while eating their lunch.
4. Students will return their serving trays, containers and trash to the disposal area and clean up their tables as soon as they are finished eating.
5. Students will not leave the designated areas prior to the assigned dismissal time.

Any student leaving the designated area and/or causing a disturbance in the cafeteria will be subject to disciplinary action.

Cellular Telephones, iPods, and Other Electronic Devices

Students using or possessing personal electronics, to include but not be limited to a cellular telephone, mp3 player, or other electronic device that is otherwise not banned in this policy, in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, signal others, or otherwise violate student conduct rules, unless authorized by the administration, will be subject to disciplinary action. Sterling Public Schools will not be held liable for lost/stolen electronics. If brought to school, cell phones, IPODs, and other electronic devices **MUST** be kept in lockers with the exception being before and after school and only in the cafeteria during lunch. If any of the above-mentioned items are visible in the classroom and/or during a class period, they will be confiscated. A parent/guardian must pick up any item that is sent to the main office. Any student, "sexting" (sending, receiving, and/or forwarding inappropriate messages, files, and/or photos) can earn consequences by both the high school and the police department.

Corridors — Expected Behavior

Students are expected to:

1. Be polite, courteous, and cooperative.
2. Recognize the rights of fellow students and school staff.

3. Walk
4. Keep the corridors free of litter. Students should place litter in the proper receptacles.
5. Be in academic work areas rather than in hallways during class time.
6. Recognize the importance of building maintenance by not writing on any school property including walls, lockers, bulletin boards, or water fountains.

Disrespect and/or Insubordination

Refusal to comply with reasonable, established, and well-defined school rules and regulations, or refusal to obey reasonable directions from any school personnel, including refusing to stop, present school identification, or submit to a search. Offenders will be subject to disciplinary action.

Drugs/Alcohol

Students who are in violation of the laws governing the sale, possession, or use of drugs, alcohol, over-the-counter drugs, or "look-alike" drugs/alcohol or who are under the influence of or exhibit the odor of drugs and/or alcoholic beverages will be subject to disciplinary action by Sterling High School. This policy applies to all students enrolled in Sterling High School and is in effect at school and all school-related activities, events both on and off school grounds. Over the counter drugs cannot be shared between students. The school will authorize the search of the school and school grounds by local police and canine search teams.

The consequences are as follows:

Possession and/or use of alcoholic beverages, cannabis, and/or controlled substances:

1. First infraction: assigned (up to 10) days out-of-school suspension/contact with local law enforcement
2. Additional infraction: recommended expulsion from school/contact with local law enforcement

Sale and/or distribution of drug paraphernalia, alcoholic beverages, cannabis, and/or controlled substances while under school authority:

1. First infraction: assigned 10-day out-of-school suspension with possible referral for expulsion/contact with local law enforcement
2. Additional infraction: recommended expulsion from school/contact with local law enforcement

Drug Paraphernalia

No student shall possess or have under his/her control any drug paraphernalia. This includes e-cigarettes and vaporizers. Drug paraphernalia shall include but not be limited to cigarette papers, pipes, holders of smoking materials of any types, cigarette rolling machines, and other items designed primarily for the smoking or ingestion of substances made illegal under any statute or of substances whose sale, gift, barter, or exchange is made unlawful under the tobacco accessories and Smoking Herbs Control Act, III.

(Rev. Stat. CH 22, Paragraph 2358.1).

Consequence:

1. Confiscation of materials and referral to the local law enforcement agency.
2. Any infraction could result in 1 - 10 days out-of-school suspension and recommendation for expulsion to be determined by administrator.

Sale and/or Distribution of Drug Paraphernalia

No student shall sell or distribute any drug paraphernalia.

Consequences:

1. Confiscation of materials and referral to the local law enforcement agency.
2. 1st infraction - 10 days out-of-school suspension; referral to the local law enforcement agency.
3. Additional infraction - referral to the local law enforcement agency; expulsion from school.

Fighting/Student Harassment

Situations that endanger the health and safety of others in the school will not be tolerated. Physical confrontation is a dangerous and inappropriate method for solving problems. Students are expected to solve problems through proper channels (teacher, counselor, and/or administrators). If you are in a fight, you should be prepared to receive the disciplinary consequences regardless of who started it. Pushing, shoving, wrestling, etc. may be considered as fighting, regardless of intent. Students involved in fighting, provoking a fight, threatening, or harassing another student shall be subject to disciplinary consequences, including any or a

combination of the following: Recommendation for expulsion, financial restitution for damages, police referral/arrest, out-of-school suspension, detention, parent contact, social probation, and/or student conference. Peer/parent mediation is a possibility.

Forgery and/or Possession of School Forms

Students altering or forging school forms or in possession of school forms will be subject to disciplinary action.

Gambling

No gambling will be permitted. State law prohibits gambling for money in public schools.

Gang and Gang-Related Activities

Sterling High School prohibits the presence of gangs, gang activities, or other undesirable groups, which by their nature, interfere with and/or disrupt school and school activities. A gang is defined as any group of two or more persons not affiliated with school or school-sponsored activities.

It is the school's position that no student on or about school premises, on school busses, or at any school activity shall engage in the following:

1. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other item which is evidence of membership or affiliation in any gang;
2. Committing any act or omission, or using any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership in or affiliation with a gang;
3. Using any speech or committing any act or omission to further the interests of any gang or gang activity, including but not limited to:
 - a. Soliciting others for membership in any gangs;
 - b. Requesting any person to pay protection or otherwise intimidating or threatening any person;
 - c. Committing any other illegal act or other violation of school district policies;
 - d. Inciting other students to act with physical violence upon any other person.

It shall be unlawful for any person of known street gang associate to display, demonstrate, or communicate or "throw" street gang hand signs in any public place/school within the city. A person will be considered in violation of this article if such facts cause a reasonable person to conclude the activity is related to street gang activity and will be fined not less than \$75 and not more than \$750 in violation of city ordinance 62-60. Students in violation will also be subject to disciplinary action by administration, referred to the local law enforcement agency, and may be recommended to the Board of Education for expulsion. Any organized group or gang-related fight, while students are under the jurisdiction of Sterling High School, will result in a 10 day out-of-school suspension, police referral, and a recommendation for expulsion.

Hazing

Soliciting, encouraging, aiding, or engaging in hazing is prohibited. "Hazing" means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students. Students engaging in hazing will be subject to one or more of the following disciplinary actions: temporary suspension, removal from the extra-curricular activity, parent/guardian conference, and/or referral to the local law enforcement agency. Students, engaging in hazing that endangers the mental or physical health or safety of another, may also be subject to an out-of-school suspension for up to 10 days and recommendation for expulsion.

Necessary Use of Force by a Staff Member

Staff members may apply sufficient physical force necessary to maintain or restore order in the school building, on the school campus, and/or at school sponsored activities.

Public Display of Affection by Students

Handholding is the only permissible demonstration of affection in the educational setting. Penalties may range from reprimand to suspension, depending upon type of display and repetition.

Sounding a False Fire Alarm

Any action that endangers the safety and well-being of others will not be tolerated. Any student sounding a false fire alarm may be suspended 10-days out-of-school, arrested by the police and prosecuted to the maximum penalty allowed by law, be fined financial restitution to the Sterling Fire Department, and/or recommended for expulsion. The person activating a false alarm victimizes the entire student body and staff through his/her irresponsible actions. People are put in dangerous situations and the entire school day is disrupted.

Theft/Possession of Stolen Property

Students involved in the theft of property or goods or the possession of stolen property from other students or school personnel will be dealt with in the best means of remediation determined by the administration. Consequences include one or a combination of the following: recommendation for expulsion, financial restitution, police referral, arrest, out-of-school suspension, detention, parent contact, social probation (suspension from all school events), and/or student/Administration conference.

Tobacco Products - Possession

The possession of tobacco or use of tobacco in any manner in the building, parking lot, or at school activities will constitute a violation of this policy. Any student in possession of tobacco, chewing tobacco, or use of tobacco will be issued a City of Sterling citation in violation of the city ordinance 22-81 and will be subject to the following disciplinary action:

First Infraction

1. 3-hour detention
2. Police Referral - nicotine counseling
3. Parent/guardian contacted

Second Infraction

1. Two-day out-of-school suspension
2. Police Referral
3. Parent/guardian contacted

Third Infraction

1. Four-day out-of-school suspension
2. Police Referral
3. Parent/guardian contacted

Fourth Infraction

1. Five-day out-of-school suspension
2. Police referral
3. Parent/guardian contacted

Fifth Infraction

1. Ten-day out-of-school suspension
2. Police Referral
3. Parent/guardian contacted

Vandalism

Vandalism of any nature (graffiti, writing on desks, walls, damaging school or personal property, and other destructive acts) will result in a police referral and may result in an out-of-school suspension of one to 10 days and a possible recommendation for expulsion. Such offenders will also be required to make necessary restitution for all charges pertaining to their act of vandalism.

Washrooms

Passes to washrooms will not be issued during class unless it is an emergency or a doctor's excuse has been filed with the nurse. Washrooms are to be used for the purpose intended. Loitering in any washroom will not be tolerated at any time. During lunch periods, washrooms directly adjacent to the cafeteria are to be used by students assigned to the cafeteria.

Weapons

A student who uses, possesses, distributes, purchases, or sells an explosive, firearm, knife, or any other object that can reasonably be considered a weapon may be expelled for at least one calendar year. The Building

Principal or designee shall immediately notify the school resource office or the local law enforcement agency of any student who brings a firearm or weapon to school. The Board of Education may direct the Superintendent or his designee to modify the expulsion requirement on a case-by-case basis. Before receiving disciplinary action, the student shall be given the opportunity to deny or explain his or her conduct. Physical restraint may be used when necessary to protect the student or other individuals and/or property from harm. (Board Policy 7.190)

9. Acceptable Use Policy

Technology Use Policy

Access to Internet and other electronic resources at Sterling High School is a privilege, not a right and, as such, can be revoked when a student misuses the resources. Any disciplinary action beyond the revocation of access privileges will be determined by the Administration in accordance with established school disciplinary policies and procedures.

Students will be required to sign the district's *Authorization for Electronic Network Access* in order to use Internet resources independently. All use of technology will be in accordance with the Sterling High School Board of Education Policy for Internet and Network Usage and conducted in a safe and appropriate manner as specified by the Children's Internet Protection Act of 2000.

The student and his/her parents accept responsibility for the student's on-line actions. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials. All other discipline policies of Sterling High School apply also to on-line activities.

The use of social networking sites has become a common form of communication for many students. Unfortunately, there have been instances throughout the state in which students' online posts on social sites has created a substantial disruption to the school environment.

The Illinois Right to Privacy in the School Setting Act (Public Act 09-0129), which went into effect January 1, 2014, allows all public elementary and secondary school districts throughout the state to obtain the password or other related account information: (which included profile pages) of students if there is just and reasonable cause that the accounts contain evidence that school codes of conduct have been broken. Please note that the law applies to all posts on students' social networking pages whether or not their profiles are public or private, or whether the posts were made from home or school.

Be advised that postings that include violence against others, bullying, harassment, and intimidation, alcohol and/or substance abuse, weapon usage, and any other content that violates the student code of conduct could result in disciplinary action.

Sterling High School Wireless Device Program Parent and Student Agreement

Sterling Public Schools is committed to providing an educational environment in which "All Students Achieve!" As part of this commitment, Sterling High School is initiating a 1:1 MacBook Air Computer Initiative. Students participating in a 1:1 setting are shown to receive more personalized education. Having constant access to 21st Century tools will also help better prepare students for college and career. The MacBook Air is first and foremost an educational device. It is essential that this agreement be followed to ensure the safe, efficient, and ethical operation the MacBook Air laptops. After you have read all the documents in this packet, please sign below stating that both parent and student agree to all requirements set forth by Sterling Public Schools and Sterling High School.

**Please note the parent/guardian email address will be entered into Skyward and used for communication and electronic distribution of school materials.*

Any student who proves to be irresponsible through behavior, attendance, grades, or a combination is subject to loss of all laptop privileges. A student may earn his/her privileges back by demonstrating a positive change in behavior and/or an improvement in attendance and grades. Please note all checks for damaged laptops,

chargers, and/or cases should be made payable to Sterling High School. Please include the words "Technology Repair" on the memo line.

In order for Sterling High School students to use the MacBook Air laptops in class and take them home, students and parents must be willing to accept the following terms and responsibilities.

Students will:

- Keep the MacBook Air laptop on his/her person or in a secure place at all times.
- Choose a secure location to charge the laptop at home and ensure it is fully charged each day for school
- **NOT** change or attempt to change the configuration of software or hardware.
- **REMOVE** any programs, media, documents, or web history.
- **REPORT** any problems or damage immediately to a high school teacher, counselor, or administrator.
- **NOT** attempt to repair the laptop.
- **REPORT** loss/theft of the device to the Sterling High School administration within 24 hours.
- Bring the MacBook Air laptop to school everyday and keep it in the Sterling High School issued case when not being used or charged.
- Keep the MacBook Air laptop in his/her school locker while attending physical education class, unless otherwise asked to bring it to class by his/her teacher.
- Make the MacBook Air laptop available for random inspection by Sterling High School staff members upon request.
- **NOT** use the MacBook Air laptop for any illegal purpose and abide by copyright laws.
- Abide by Sterling Public School's Acceptable Use Policy.
- Log in using his/her name and account provided by Sterling High School.
- Not access other Sterling High School students' laptops in any way.
- Protect personal information when on the Internet, such as name and address.
- Share his/her school work with parent and/or guardian weekly.
- Use appropriate language in all communications.

Parents will:

- Supervise student's use of MacBook Air laptop at home.
- Discuss appropriate use of the Internet at home.
- Assume responsibility for any family members use of the MacBook Air laptop.
- Ensure students are taking the MacBook Air laptop home at the end of the school day or that it is secured and with the student during after-school Sterling High School sponsored activities and/or athletics.

Failure to follow this agreement and/or being negligent will result in student consequences and/or financial responsibility to repair damaged laptops or to replace lost or stolen laptops (Up to \$1250.00).

Protective Case

If the protective case is misplaced, defaced or no longer able to serve its purpose, parents will pay the \$35.00 replacement fee.

Student agree to follow the protective case terms as listed below:

- The case must be returned with the MacBook Air laptop at the end of each school year, unless otherwise directed by Sterling High School Administration.
- Students will not draw or write on the case. Stickers are not permitted on the case.
- The MacBook Air must be carried in the case when the laptop is not in use, both at school and away from school.
- All replacement cases **MUST** be purchased from Sterling High School and all originally issued cases must be returned to Sterling High School.

MacBook Air Charging Device

- If physical damage is done to the MacBook Air charger and it is no longer functioning, or if the charger is determined to be unsafe for use, the student/parent is responsible for paying \$80 for a replacement MacBook Air charger.
- Replacement MacBook Air chargers (or any piece relating to the charger) MUST be purchased for Sterling High School and the original charger must be returned to the district.

MacBook Air Insurance Agreement

The MacBook Air insurance will cover a student and his/her MacBook Air both at school and at home for educational purposes. Participation in the MacBook Air insurance program is for the protection of the student and his/her family. The Insurance fee is set at \$50.

This agreement covers theft, burglary/robbery, accidental damage, power surge, vandalism, fire, and natural disasters. The duration of this coverage is from the date received until the end of the school year in which the payment was received. Any theft, burglary, or robbery will be turned over to local law enforcement for investigation to determine if negligent behavior was present.

This agreement does NOT cover the following:

- Negligent or irresponsible behaviors and usage of the MacBook Air as determined by Sterling High School Administration.

MacBook Air Care and Handling and Internet Responsibilities

I promise to handle my MacBook Air with proper care.

- I will keep all food and drinks away from my MacBook Air.
- I will not eat breakfast, snack, lunch, or dinner while using my MacBook Air.
- I will keep my MacBook Air away from all pets.
- I will keep my MacBook Air away from extreme temperatures.
- I will know where my MacBook Air is at all times.
- I will always keep my MacBook Air in the Sterling High School provided case.
- I will NOT place anything heavy on top of my MacBook Air.
- I will use only the charger provided by Sterling High School to charge my MacBook Air.
- I will not remove the label placed on my MacBook Air.

When on the Internet I promise to...

- Report any suspicious internet activity to my parent and/or Sterling High School staff member.
- Refrain from posting personal information about me or my friends online (No full name, address, phone number, school name, or birthdate).
- Refrain from sending or posting personal photos without the approval of parent/guardian and/or Sterling High School Staff Member.
- Always be a good online citizen and not do anything that hurts other people or is against the law.
- Never, ever meet with anyone I have met online without my parent or guardian.
- Never provide my passwords to anyone.
- Follow all copyright laws.
- Teach my parents how to access their Skyward accounts and access my course assignments and grades.

MacBook Air Guidelines for Disciplinary Actions--MINOR INFRACTIONS

Off Task

- Using MacBook Air when instructed not to
- MacBook Air open when instructed to be closed

Irresponsible/Negligent Behavior

- MacBook Air not fully charged
- Using the MacBook Air for social media during school hours
- Deleting Internet history
- Downloading and/or sharing inappropriate files of any kind

Consequences (All consequences are subject to teacher and administration discretion)

- Warning
- 1 hour Detention, Referral, and Parent Contact
- 3 hour Detention, Referral, and Parent Contact
- Loss of MacBook Air Privileges

MacBook Air Guidelines for Disciplinary Actions--MAJOR INFRACTIONS

Disrespect/Defiance

- Failure to provide MacBook Air to a Sterling High School teacher or administrator for inspection
- Failure to report any incident and/or damage to device

Inappropriate Use

- Carrying MacBook Air without the case
- Identity Theft (Logging of "Ghosting" into another student/staff member's MacBook Air)
- Repeatedly:
 - Using MacBook Air for Social Media during school hours
 - Deleting Internet History
 - Downloading and/or sharing inappropriate files of any kind
- Making contact with unknown people via chat, email, video or social media
- Cyber bullying (emails, chats, videos, etc.)

Irresponsible/Negligent Behavior

- MacBook Air left unattended at school or at home
- MacBook Air damaged due to negligence or irresponsibility
- MacBook Air lost or stolen
- Charger and/or case ruined, lost, or stolen

Consequences (All consequences are subject to teacher and administration discretion)

- 3-hour detention, referral, and parent contact
- Loss of MacBook Air privileges
- Financial compensation and/or suspension and loss of insurance premium
- Expulsion

10. Parking & Transportation

Automobile and Parking Privileges

Students who choose to drive themselves to school should realize that driving is a privilege. The school administration reserves the right to restrict parking privileges at any time for any reason. Vehicles parked on school grounds may be searched by school officials upon reasonable suspicion. Students driving to school must register their automobile(s) in the school office. Students will receive a parking sticker that must be displayed in their rear driver side window. Students who do not register their cars will be denied parking privileges on campus. Students who park improperly or park in staff marked parking stalls are subject to a fine and/or disciplinary action. Students and their families should be aware that the district is not responsible for accidents occurring on school property.

Students parking on school grounds must follow these regulations:

1. Display a Sterling High School Parking Sticker in the rear window on the driver's side.
2. Park only in designated areas (student lot; not staff lot, handicapped spaces, or no parking areas/spaces).

3. Do not loiter in the parking lot or in cars at any time.
4. All bicycles are to be parked in racks provided on Fourth Avenue, securely locked.
5. A parking violation ticket will be issued if regulations are not followed; continued violations will result in the vehicle being towed at owner's expense.

Bus Transportation

The school district provides bus transportation according to the State of Illinois guidelines for those (1) residing at a distance of at least one and one-half miles or more from their assigned schools, or (2) residing within one and one-half miles from their assigned schools where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail road crossing. Most students will be bused according to either K-5 bus routes or 6-12 routes. Some students in the less populated rural areas will be bused on K-12 routes. Specific information on pickup times and bus locations will be mailed to families prior to the beginning of school. This information will also be posted on the school website at www.sterlingpublicschools.org. During school registration, parents will be able to sign up their students for bus transportation dependent upon the student's home address. If a student does not sign up for bus transportation at registration, the student will not be assigned to a bus route. All middle school and high school students will need to show their school ID's to board the bus. After the first week of school, those middle school and high school students not carrying the proper school ID will not be allowed to board the bus.

Bus Transportation Guidelines

School bus transportation is a service provided for eligible students in accord with the school code of Illinois and policies developed by the Board of Education of this school district.

School bus riders, while in transit, are under the jurisdiction of the school bus driver unless the school designates some adult to supervise the riders. It is recommended that all riders, parents or guardians of riders, and school personnel become thoroughly familiar with the following regulations governing school bus riders. The school code of Illinois states that the school board shall have the power to suspend, or by regulations, to authorize the superintendent of the district or the principal of any school to suspend pupils guilty of gross disobedience or misconduct on the school bus from riding the school bus. In the event that this may become necessary a hearing review will be held upon request. To ensure the safety of your children, all school busses will have cameras on them. The actual taping will be audio and video.

1. Be on time to the designated school bus stop -- help keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
4. Do not leave your seat while the bus is in motion.
5. Be alert to a danger signal from the driver.
6. Remain in the bus in the event of a road emergency until the driver gives instructions.
7. Keep hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out of the bus window.
8. Remember that unnecessary confusion diverts the driver's attention and could result in a serious accident.
9. Be absolutely quiet when approaching a railroad crossing.
10. Treat bus equipment as you would valuable furniture in your own home. Never tamper with the bus or any of its equipment.
11. Assist in keeping the bus safe and sanitary at all times.
12. Carry no animals on the bus without permission of the school bus driver and the principal.
13. Keep books, packages, coats, and all other objects out of the aisles.
14. Leave no books, lunches, or other articles on the bus.
15. Be courteous to fellow pupils and the bus driver.
16. Help look after the safety and comfort of small children.
17. Do not ask the driver to stop at places other than the regular bus stop; he/she is not permitted to do this except by written authorization from your school principal.
18. Observe safety precautions at discharge point. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway, where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross.
19. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperones appointed by the school.

- 20. Smoking, as well as lighting of matches or lighters, will not be permitted on the bus.
- 21. Possession of alcohol and/or illegal drugs is strictly against the law and is forbidden.
- 22. Participation in any other prohibited student conduct as defined in the Board policy, 7:190, Student Discipline, will result in disciplinary action.

Progressive Bus Discipline Policy

Riding on the bus is an extension of the school day. The driver has the authority to assign seats. The sexual, racial, and religious harassment policies and weapons, tobacco and drug policies of Sterling Public Schools will be strictly enforced on the bus as well as at school. Parents and students are reminded that riding the bus is a privilege, not an entitlement. All students riding the bus are required to abide by the guidelines listed in the previous section. Failure to abide by the rules may result in disciplinary action and even suspension of bus privileges.

Acts of misconduct by students riding the school bus have been categorized into two different classes for determination of appropriate disciplinary action. The classes are as follows:

Class I Offenses

- Disobeying the driver
- Leaving seat while the bus is in motion
- Running on the bus
- Harassing other students on the bus
- Yelling or screaming on the bus
- Opening windows without driver permission
- Eating or drinking on the bus (water permitted)
- Chewing gum on the bus
- Littering on the bus
- Using obscene language/profanity on the bus

Class I Offenses Discipline Table

- 1st Offense - Verbal Warning from Driver
- 2nd Offense- Written Violation to Principal, Letter Sent Home
- 3rd Offense- School Consequences
- 4th Offense- School Consequence and/or 3 day Suspension from Bus Privileges - ~~safety video~~
- 5th Offense- School Consequence and/or 10 day Suspension of Bus Privileges
- 6th Offense- School Consequence and/or Suspension of Bus Privileges for the Remainder of the School Year

Class II Offenses

- Damaging the bus (Including graffiti)
- Fighting on the bus
- Throwing objects at, on, or from the bus
- Extending arms, legs, or head out of the bus windows
- Unauthorized exiting or entering the bus through the emergency door
- Smoking or lighting matches on the bus

Class II Offenses Progressive Discipline Table

- 1st Offense – School Consequence and/or 3 day Suspension from Bus Privileges ~~safety video~~
- 2nd Offense — School Consequence and/or 10 day Suspension of Bus Privileges
- 3rd Offense- School Consequence and/or Suspension of Bus Privileges for the Remainder of the School Year

As previously mentioned, riding the bus is a privilege and committing acts of misconduct as noted above will incur disciplinary action. The severity of the discipline will depend on the frequency of misconduct and the class of the offense. The following guidelines will be used by the school principal in determining the appropriate disciplinary action to be taken.

For offenses deemed by the principal as dangerous (e.g. an action that could endanger the safe operation of the bus or the safety of the bus driver or other passengers), immediate action shall be taken, including an automatic, indefinite removal of bus riding privileges, without following the usual progressive discipline policies. In such instances, the principal will contact the parents immediately. In all instances, the principal may designate a staff member responsible for such duties.

Electronic visual and auto recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. The content of electronic recordings are student records and are subject to District policy and procedure concerning school student records. Only those people with a legitimate educational or administrative purpose may view and/or listen to the electronic video and/or audio recordings.

Special Transportation Requirements

Special arrangements for student bus transportation are allowable according to the following school guidelines:

- All special bus transportation requests from parents must be submitted in writing by completing the Application for Change in Transportation form that is available at registration or at the principal's office.
- The principal and the director of transportation will have final approval or denial of such requests. Without the receipt of an approved Change in Transportation form, the student will be dropped off at the originally assigned stop.
- Please note that even after completion of the form, busing will not be provided to different locations for different days of the week.
- Completion of the form only allows for students to be dropped off in one location at the end of the school day that is different from the pickup location.
- With the number of students riding the bus, multiple options for pickup and drop off points dependent upon the particular day of the week would be impossible to manage for the drivers and could jeopardize the safety of the students.
- We realize that emergencies do arise and the school principal may allow for exceptions when appropriate.

Parents will be required to sign a contract to be returned to the school stating that they have reviewed these guidelines with their students prior to the riding the bus. Parents and students are reminded that all school buses have video cameras taping both video and audio.

The National Highway Transportation Safety Administration (NHTSA) keeps records for the entire nation on bus accidents. According to NHTSA findings, the number one cause of bus accidents in the nation is driver distraction from students. The inclusion of bus behavior guidelines in the school district is not to make the job of the bus driver easier, but to ensure the safety of the students. For this reason, violation of the school bus behavior guidelines is taken seriously and will result in disciplinary action.

11. Physical Education (PE) Information

Physical Education Procedures

A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The building Principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course;
2. The student's parent(s)/guardian(s) request and approve the substitution in writing on forms approved by the District.

A student in grades 9-12, unless otherwise stated, may request the Building Principal to be excused from physical education courses for the following reasons:

- Enrollment in Reserve Officer's Training Corp (ROTC) program sponsored by the District;
- Ongoing participation in an interscholastic athletic program (student may be in the 9th -12th grade);
- Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 10th - 12th grade);
- Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the pupil being unable to graduate(student must be in the 10th - 12th grade).

Note: A student must maintain enrollment in at least five credit earning classes to receive PE credit for the athletic exemption.

Exemption from Physical Activity

A child may be exempted from some or all-physical activities when the appropriate excuses are submitted to the school nurse by parent(s)/guardian(s) or by a person licensed under the Medical Practice Act. Parents should send a note explaining the nature of the illness or minor injury and requesting that the student be excused from PE. If the problem is of a more serious nature requiring that the student be excused for a week or more, a note from the physician is needed. If a student is unable to participate in physical education class, he/she should not be allowed to participate in sporting events or extra-curricular activities that day. Alternative activities and/or units of instruction will be provided for pupils whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in the physical education courses.

Physical Education Uniform Requirements

All classes will meet in the gym and will sit in teacher assigned areas. Each day, classes will participate in teacher directed calisthenics and cardiovascular conditioning for overall fitness development prior to breaking out to individual class activities. Students will participate in weight lifting, cardiovascular days, and activity days. Students who fail to participate in these activities are subject to loss of points affecting their daily grade and overall grade. During this time, the instructor will complete attendance and dress check.

Dress Policy

All students are required to wear Sterling PE uniform shirt and shorts. The student's name needs to be written on the appropriate spot on the uniform and no other writing should be on the uniform. Sleeves are not to be torn off or altered. Tennis shoes with rubber soles must be worn in gym class. (No sandals, flip-flops, moccasins, slippers, rubber-soled boots). Only a tennis shoe with proper foot support will be counted as acceptable footwear for PE class. Sweats are allowed for outside activity and must be worn over the PE uniform. Students wearing sweat clothes need to verify with their instructor that they have their PE uniform underneath sweat clothes. Jeans or street clothes are not allowed under or over the PE uniform.

Renting Uniforms: Students who forget to bring their uniform are allowed to rent a school uniform (shirts, shorts, and/or socks). The cost of renting is 25 cents per time. They must check the uniform out and return it at the end of the hour. Failure to return the uniform results in loss of renting privileges and the student will be charged for the lost uniform.

Failure to Dress: Failure to dress affects the points earned for the day. Multiple days of failure to dress puts the student at risk of failure for the class because it affects their ability to participate and earn their daily points. Loss of points due to a no dress must be made up within two days of two weeks of the non-dress.

Tardies: Students are given five minutes after the class bell to get into their uniform and be seated on the gym floor in their assigned spot. If a student is not seated in his/her, spot he/she will be marked tardy. Physical education follows the school's tardy policy

Fitness Testing: In order to receive credit for fitness testing, which is calculated into your semester grade, you must attempt/complete all tests. The only exception to this is if you have a health care provider's medical excuse. Fitness grades will be based upon individual improvement of scores throughout the semester and national fitness standards.

Excused Medical Absences: The instructor will assign make-up work to students who are unable to participate in PE due to a physician documented medical condition in order to earn their credit. The medical excuse must be the result of the health care provider's order and paperwork must be completed with the school nurse. Students may be assigned to study hall if the medical is for an extended length of time. Medicals must be updated on a yearly basis if it is an ongoing condition.

Grading: Physical education is a participation-based class. Excessive absences will directly affect a student's physical education grade, as they are not in class to participate and earn points. Failure to participate in class activities even when dressed in uniform will affect a student's grade. Student's who miss PE as a result of an illness for an extended time need to provide documentation from a doctor and may ask the instructor for alternative work to complete to earn back some credit for days missed. Students are also assessed for the knowledge portion of their grade through work sheets and written tests.

Physical Education Attendance Policy

The administration and physical education staff at Sterling High School agrees that punctual and regular attendance an essential to a student's success in school. Regular attendance is also a mark of a mature sense of responsibility. Unfortunately, circumstances may sometimes arise that make it impossible for a student to attend school. Listed below are the valid causes for absenteeism.

Valid Causes of Absenteeism

Sterling High School, in keeping with Section 26-2A of the Illinois School Code, considers the following circumstances to be valid causes for a student's absence:

1. Illness
2. Religious holidays
3. Death in the family
4. Valid doctor or court appointment - Student should have documentation upon his/her return to school.
5. Family emergency.

Excused Absences Policy

Students enrolled in physical education class during any given semester shall be granted four (4) excused absences. During these absences students are not required to make-up any class time they may miss. The students' fifth (5th) excused absence and every additional excused absence from physical education in a semester will result in no participation points being awarded. Students are given the opportunity to make up points due to absences by participating in the cardio room during 8th hour. Arrangements can be made with their instructor.

Unexcused Absence and Suspension Policy

Because Physical Education is participation-based class, ALL absences from class will result in no points being awarded. Students are given the opportunity to make up points due to absences by participating in the cardio room during 8th hour. Arrangements can be made with their instructor.

12. Extracurricular Activities & Extracurricular Code of Conduct

Statement of Philosophy

Sterling High School believes participating in student activities is an extension of, but separate from the regular school program. While the regular curricular program is a right afforded to each student, participation in the student activities program is a privilege and as such carries certain expectations beyond those found in the normal classroom situation. The important goals of the activities program are to give students direction in developing healthful living habits, self-discipline, leadership, teamwork, and respect for rules and regulations. It is important that student activity participants recognize their responsibilities as role models, both at school and in the community. It is to these ends that an Activity Code of Conduct is established for young people taking part in the student activities program.

General Student Expectations at Extracurricular Events

While in attendance at a school-associated events (including, but not limited to sporting events, musical events, clubs, activities, parties, and dances), students are expected to follow the same expectations set forth in the Sterling High School Student and Family Handbook. Failure to comply with these expectations or misconduct during an event will result in removal from the event and possible school disciplinary action. If a student is removed from an event, he or she will have a conference with administration. At this time, they may receive a minimum one-event suspension and additional disciplinary action. Attending events while not permitted or attending an event through dishonest means (sneaking in, disguises, being removed and re-entering) will not be tolerated. Again, students who participate in these types of actions will be removed and require a conference with administration prior to being able to return to further school associated events. This will apply to home and away events.

Parties and Dances

Parties and dances are intended for students of Sterling High School. Therefore, one member of a couple attending a school dance or party must be enrolled in the high school. Students wishing to bring one guest (date) will register in advance in the Main Office by using the Dance Guest Pass Form. A student's ID card is required at every dance before the student is allowed to enter. A driver's license and/or student ID is required for guests not enrolled at Sterling High School. No "in-out" privileges are allowed. Students are expected to remain for the evening. If it is necessary to leave, the student will not be readmitted. Anyone attending the dance/party may be asked to submit to a breath test, to ensure the safety and well being of the school function. Anyone refusing to submit to the test will be asked to leave and may be arrested, if it has been determined by odor or other obvious visuals that the student is under the influence of any intoxicating substance. Classroom celebrations are planned and organized in cooperation with individual teachers. As a safety precaution, student-brought treats that are shared at school must be "store bought" or pre-packaged. Homemade treats will not be allowed.

Student Fundraising Activities

Students should not promote fundraising activities by non-school sponsored groups except those which are of a school-wide nature in which participation can be a positive experience for students and when the proceeds contribute to a recognized humanitarian purpose. The building principal or the activities director must approve fund-raising plans.

Soliciting Funds from School Personnel

Tickets to affairs sponsored by or for non-school agencies shall not be sold in any public school or on school premises by any school or school organizations, except at specified times and places as determined by the administration.

Student Use of Buildings - Equal Access

Non-curriculum related student groups might meet on school premises during non-instructional time if approved by the building principal. If the meeting is student-initiated and not a part of a school sponsored activity, it must be conducted according to the following guidelines:

1. Attendance is voluntary.
2. The school will not participate in or sponsor it.
3. School employees can be present at religious meetings only in a non-participatory capacity.
4. It cannot materially and subsequently interfere with the orderly conduct of educational activities.
5. Non-school persons may not direct, conduct, control, or regularly attend.
6. The school maintains its authority to maintain order and discipline.
7. A school staff member or other responsible adult is present in a supervisory capacity.

Academic Clubs & Competitions

The club program offers departmental clubs, special interest clubs, and competitions to meet the varied interests of Sterling's students. Through such participation a student may become better acquainted with school, meet classmates, and develop any one of many interests. However, a student should not try to engage in more activities than his/her program of studies will allow. Students are urged to make a careful selection and restrict participation along the lines of their major interests. A complete list of clubs and activities is available online, in the Main Office, and in the Counseling Office.

Musical Opportunities

Choir

Sterling High School currently has two sections of choir: JV and Varsity. Selection for the varsity choir is by audition and consent of the teacher. Varsity choir performs age-appropriate advanced choral literature. JV choir is a training choir for entrance into varsity and performs a wide variety of musical styles. All ensembles perform four concerts per year and festival participation is promoted. Extracurricular choral activities such as madrigals, chamber singers, and the musical provide further opportunities for involvement in singing.

Band

The band meets daily for rehearsals. Membership is open to any student who has graduated from the middle school band, or who has the consent of the instructor. Participation in the band provides a student an opportunity to enjoy music, to broaden his/her knowledge of quality band literature, to improve his/her technical ability, and to acquire a foundation for a possible career in music. The band performs at all home football games, at least ten basketball games, the fiesta day parade, and three concerts. Students will also have the opportunity to study jazz and audition to be a part of the SHS Jazz band. All students are required to participate in the marching band in the fall and pep band in the spring. ~~The marching band is stressed during the first quarter.~~

Orchestra

The Orchestra is open to any student wishing to learn and develop playing abilities on a string instrument: violin, viola, cello, or bass. The class meets daily and plays music in a variety of styles. Multiple performances of various types are given each year, including four group concerts in the Centennial Auditorium. A complete list of musical opportunities is available online, in the main office, and in the counseling office.

Student Publications

The Warrior Word

The newspaper of SHS is The Warrior Word. To be a member of The Warrior Word staff, a student should be a good English student and be an able and imaginative writer. Any enthusiastic, creative, or interested student is welcome to join. Students must be enrolled in the Publications class to write for the newspaper. Members of this staff gain profitable experience on both the editorial and business phases of publishing a newspaper.

The Warrior

The Warrior is the school yearbook. Students must be enrolled in the publications class to write for the yearbook. Yearbook editors are appointed after completing an application and full discretion is up to the yearbook advisor. Preference will be given to students who are three-year publications members.

Student Athletics

Schedules are compiled for different levels of participation, depending upon participation numbers, and competitive schools within the conference, maturity, and ability. Varsity Letters, FS Letters and numerals are awarded upon the coaches' guidelines and criteria and good standing of the athlete at the end of the season.

The Activities Office and Sterling Public Schools strongly encourage all students to be involved in at least one extra curricular activity per semester, during their high school careers.

FALL

Football
Cross Country (B&G)
Golf (B&G)
Girls' Swim & Diving
Boys' Soccer
Girls' Tennis
Cheerleading
Poms

WINTER

Wrestling
Basketball (B&G)
Bowling (B&G)
Poms
Cheerleading
Boys' Swim & Diving
Poms

SPRING

Track & Field (B&G)
Boys' Baseball
Girls' Softball
Girls' Soccer
Boys' Tennis
Girls' Volleyball

Athletic Absence Policy

Students who miss physical education because of school related athletics are not required to make up the class time they miss.

13. Notices to Parents/Guardians & Students

Non-Custodial Parents' Right to Information

All pertinent information regarding the progress of a child will be shared with non-custodial parents, as it would with custodial parents. Federal law (Family Educational Rights and Privacy Act) and state law (Illinois School Student Records Act) mandate that non-custodial parents receive the same consideration as custodial parents and should receive such information as:

- Report cards
- Statewide test results
- Invitations to parent-teacher conferences
- Access to child's records
- Other information shared with the custodial parent

The non-custodial parent should notify the school that they want this information mailed to them and provide us with their current address. The only way in which a non-custodial parent may be denied access to this information is if there is a court order specifically prohibiting the non-custodial parent's contact with the school. The request from a custodial parent in itself is not enough to deny access to a non-custodial parent.

Public Relations, Radio, Television, Newspapers, and Web Sites

Photographs

Photographs of Unnamed Students: Students may occasionally appear in photographs and videotapes taken by school staff members, other students, or other individuals authorized by the building principal. The school may use these pictures, without identifying the students, in various publications, including the school

yearbook, school newspaper, and school web site. No consent or notice is needed or will be given before the school uses pictures of unnamed students taken while they are at school or school-related activity.

Photographs of Named Students: Many times, however, the school will want to identify a student in a school picture. School officials want to acknowledge those students who participate in a school activity or deserve special recognition. Parents must notify the school principal if they do not want their child's name or picture released to the media for public recognition of student achievements, class projects, or promotional purposes.

Publications and Websites

School-Sponsored Publications and Web Sites

School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the district's educational mission. All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated. The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

Non-School Sponsored Publications Accessed or Distributed on Campus

For the purposes of this section and the following section, a publication includes, without limitation: (1) written or electronic print material, and (2) audio-visual material, on any medium including electromagnetic media (e.g. images, MP3 files, flash memory, etc.), or combinations of these whether offline (e.g. a printed book, etc.) or online (e.g. any website, social networking site, database for information retrieval, etc.)

Creating, distributing, and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the school district.

Students are prohibited from creating, accessing, and/or distributing at school any publication:(1) that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities; (2) that violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright; (3) that is socially inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, perversely lewd and vulgar, contains indecent and vulgar language, or sexting; (4) that is reasonably viewed as promoting illegal drug use; or (5) is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by others.

Accessing or distributing on campus includes accessing or distributing on school property or at school-related activities. Any student who engages in gross disobedience and misconduct and may be disciplined for (1) accessing or distribution forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

Non-School Sponsored Publications Accessed or Distributed Off Campus

A student may be disciplined for creating and/or distributing a publication that causes substantial disruption to school operations or interferes with the rights of other students or staff members. This is considered to be gross disobedience and misconduct.

Policy on Convicted Sex Offenders

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under age 18 are present. Questions or request for special circumstances should be directed to the Superintendent. Further information regarding sex offenders is available to the public pursuant to the sex offender community notification law (730 ILCS 152/120).

14. Board of Education Policies - Sterling Public Schools 7.190

This policy becomes effective and replaces the current policy on Student Discipline on the first student attendance day of the 2018-2019 school year.

Student Behavior

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in prohibited student conduct, as described, in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

- On, or within sight of, school grounds before, during, or after school hours and at any time;
- Off school grounds at a school-sponsored activity or event, or any activity, or event which bears a reasonable relationship to school;
- Traveling to or from school or a school activity, function or event; or
- Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but 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.

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including, but not limited to, the following:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation electronic-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling, or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including medical cannabis, marijuana and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medication.
 - f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
 - g. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other

substance that is prohibited by this policy, (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.

- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a “weapon” as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device that is otherwise not banned by this policy, in any manner that disrupts the educational environment or violates the right of others, including using the device to take photographs in locker rooms or bathrooms, cheat, signal others, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy, all electronic devices must be kept powered off and out of sight during the regular school day unless: (a) the supervising teacher grants permission, (b) use of the device is provided in a student's IEP, or (c) it is used during the student's lunch period, it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction.
7. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person, another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7.185, Teen Dating Violence Prohibited.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse. State law and Board policy regarding truancy control will be utilized for chronic and habitual truants.

16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an internet website against a school employee, a student, or any school-related personnel if the internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student in the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that 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.

For purposes of this policy, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is (a) on the student’s person, or (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile, or (c) in a school’s student locker, desk, or other school property, or (d) any other location on school property or at a school-sponsored event. Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or physiological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior. No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psycho stimulant medication to the student.

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 voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

- Notifying parent(s)/guardian(s).
- Disciplinary conference.
- Withholding of privileges.
- Temporary removal from classroom.
- Return of property or restitution for lost, stolen, or damaged property.
- In-school suspension. The Building Principal or a designee shall ensure that the student is properly supervised.
- After-school study or Saturday study provided the student’s parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or a designee.
- Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.
- Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
- Suspension of bus riding privileges in accordance with Board policy 7.220, Bus Conduct.

- Out-of school suspension from school and all school-sponsored events in accordance with Board policy 7.200, Suspension Procedures. A suspended student may also be restricted from being on school grounds and at school activities.
- Expulsion from school and all school-sponsored activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7.210, Expulsion Procedures. A student who has been expelled may also be restricted from being on school grounds and at school activities.
- Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
- Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, 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 and 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 is prohibited. 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.

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year, but not more than 2 calendar years.

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18, of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alike” of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent’s determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy’s prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student’s ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee

shall immediately notify the local law enforcement agency, State Police, and any involved student's parent(s)/guardian(s). "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated (licensed) educational employees, and other persons (whether or not certificated) providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel or persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board of Education may suspend a student from riding the bus in excess of 10 days for safety reasons and may expel students.

Student Handbook

The Superintendent or a designee, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parent(s)/guardian(s) within 15 days of the beginning of the school year or a student's enrollment.

LEGAL REF.: Gun-Free Schools Act, 20 U.S.C. § 7151 et seq.

20 U.S.C. § 6081.

410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.

410 ILCS 647/, Powdered Caffeine Control and Education Act.

430 ILCS 66/, Firearm Concealed Carry Act.

105 ILCS 5/10-20.5b, 5/10-20.14, 5/10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6,
5/10-27.1A, 5-10-27.1B, 5/24-24, 5/26-12, 5/27-23.7, 5/31-3, and 110/3.10.

23 Ill. Admin. Code § 1.280.

CROSS REF.: 2.150, 2.240, 5.230, 6.110, 7.70, 7.130, 7.140, 7.150, 7.160, 7.170, 7.180, 7.185, 7.200, 7.210,
7.220, 7.230, 7.240, 7.270, 7.310, 8.30

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