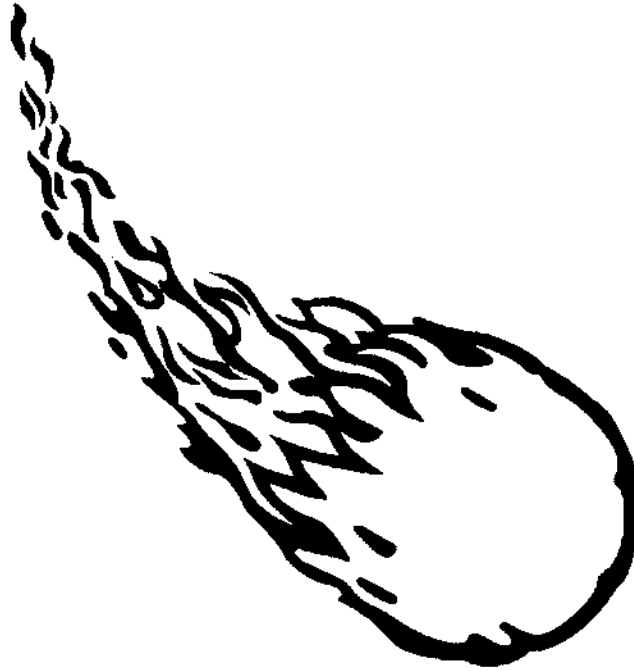


Stewardson-Strasburg CUSD #5A Schools 2015-2016



Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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2880 U.S. Hwy. 231 S., Suite 200 • Lafayette, IN 47909 • (765) 471-8883
<http://www.schooldatebooks.com> • sdi@schooldatebooks.com

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BOARD PHILOSOPHY:

THE BOARD IS COMMITTED TO:

- a. the education of all students according to their individual needs and abilities.
- b. assuming the educational leadership of the school system, yet allowing the school program to be determined by the free, cooperative, and democratic relationships between the board, administration, faculty, students, and district citizens.
- c. employing school personnel who will carry out the policies of the board with imagination and dedication.
- d. involvement of the Stewardson-Strasburg Public Schools for the benefit of all district citizens.

MISSION STATEMENT

The mission of Stewardson-Strasburg school district is to support, strengthen, and develop the next generation of leaders to be successful and productive citizens through education, growth, development, and the promotion of school and community pride.

RATIONALE FOR RULES

The above stated philosophy of Stewardson-Strasburg CUSD #5A is to provide an appropriate, well-rounded program, which emphasizes the individual needs of the student. The school, in cooperation with the parents and community is dedicated to the academic, social, cultural, and vocational needs of our students. This handbook is not a contract, but reflects current policy and procedures in meeting the needs of our students, and may be subject to change.

BOARD OF EDUCATION MEMBERS:

Jeremy Chaney

Kinda Morris

Rob Quast

Bob Schlechte

Chad Smith

Allison Vonderheide

Barry Wittenberg

DISTRICT ADMINISTRATION:

Dr. Michele Lindenmeyer, Superintendent

Mark Giertz, Principal

Bev Wascher, H.S. Secretary

Michelle Vonderheide, District Book Keeper

HIGH SCHOOL STAFF MEMBERS

Mrs. Barker	Mr. Little	Ms. Rhody
Mr. Bishop	Mrs. Long	Mr. Smith
Ms. Frost	Mr. McCollum	
Ms. Gentry	Mr. Niemerg	
Mrs. Johnson	Mr. Rodriguez	

MAINTENANCE STAFF

Nick Hartke, Head Custodian

David Beals, Carol Blythe, Roger Shumard

TRANSPORTATION DIRECTOR

Robert Long

CAFETERIA

Head Cook: Debbie Figgins

HOMELESS LIAISON

Renee Frost

MANDATED REPORTERS

The staff at Stewardson-Strasburg is mandated child abuse reporters.

EMERGENCY PROCEDURES

All staff and students complete emergency cards to be on file in case of an emergency. When an emergency occurs, first aid will be administered while contact is being made with next of kin or designee. The patient needing medical attention will be transported to the doctor/emergency room by an ambulance or next of kin.

TITLE 1 PARENT INVOLVEMENT

It is the policy of the Board of Education to comply with Federal Rules and Regulations to ensure parental participation in the design and implementation of Title I projects. Therefore, steps will be taken to obtain parent participation in all phases of the project. All Kindergarten students will be screened for Title I services. According to the district's comprehensive plan, parents will be:

1. notified if their child is selected to participate in the program;
2. informed of the instructional objectives for their child;
3. given periodic reports on their child's progress;
4. contacted at least once per year for an individual parent/teacher conference;
5. given an annual needs assessment for input into the project; and
6. invited to an annual planning meeting for discussion and suggestions regarding planning, development, and operation of the program.

The district will maintain a file with appropriate parent involvement information and literature regarding the Title I program, as well as a Complaint Resolution Procedure.

GRANTS APPLICATION

The district utilizes grant monies when it is deemed that grants would be advantageous for the district students and staff. Those grants that the district has made application for are, but not limited to: Title II Teacher Quality; Safe and Drug Free Schools and Communities; Innovative Programs

RESIDENT DISTRICT-STUDENT

The resident district is the school district in which the student resides when:

- (1) the parent has legal guardianship, but the location of the parent is unknown; or
- (2) an individual guardian has been appointed, but the location of the guardian is unknown; or
- (3) the student is 18 years of age or older, and no legal guardian has been appointed; or
- (4) the student is legally an emancipated minor; or
- (5) an Illinois public agency has legal guardianship and has placed the student residentially outside of the school district in which the parent lives. Tuition will be charged for any student who does not qualify for residency according to the Illinois School Code.

SCHOOL SAFETY AND SECURITY – VIDEO SAFETY CONCERNS

The Board of Education authorizes the use of video security cameras to monitor the activities of individuals on school district property, with the exception of locker rooms, washrooms, and dressing areas. Stewardson-Strasburg High School will display a warning sign at the main entrance indicating that video surveillance can occur in the facility to provide for security of school facilities and school district property, to promote student safety. Information recorded on videotapes is considered to be for official use only. Members of the Board of education, the Superintendent, Principals, and other appropriate personnel designated by the Superintendent are authorized to view all videotapes made in school facilities and on school district property. The videotapes may be made available to law enforcement officials for the use in accordance with this policy.

NOTIFICATION OF STUDENT RECORD RIGHTS

As a parent of a student in Stewardson-Strasburg District 5A, you are hereby notified, pursuant to the Family Educational Rights and Privacy Act (FERPA) and the Illinois School Student Records Act (ISSRA) and regulations issued thereunder, that the board of education has enacted a Student Records Policy and issued regulations thereunder that set out your rights under these laws. The key provisions of said policy and all of the accompanying regulations are available for perusal in the school district administrative offices.

I. Permanent Records

The Student Permanent Record shall consist of:

- (a) basic identifying information, including students and parent's names and addresses, birth date and place and gender;
- (b) academic transcript, including grades, class rank, and graduation date and grade level achieved;
- (c) attendance record;
- (d) accident reports and health record;
- (e) record of release of permanent record information;

- (f) honors and awards received; and
- (g) information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.
No other information shall be placed in the Student Permanent Record.

II. Temporary Record

The Student Temporary Record consists of all information not required to be in the Student Permanent Record.

III. Access to Records

Graduated student's permanent records will remain on file for sixty (60) years. Student temporary records will remain on file for five (5) years after graduation, transfer, or permanent withdrawal from the program and will then be disposed of. A parent has the right to inspect, challenge and copy student records, except as specifically limited by the statutes and regulations. Such requests must be granted no later than fifteen (15) days after the date of receipt. A fee for copying records not to exceed \$0.07 per page will be charged.

Access to student records shall be limited to parents and parties authorized by them, except that:

- (a) information may be released without parental consent in connection with an emergency or a subpoena, as provided in the Regulations;
- (b) the records of a student shall be transferred by the records custodian or a school to another school in which the student has enrolled or intends to enroll;
- (c) the school shall grant access to persons authorized or required by State or Federal law to gain such access, as provided in the Regulations.

Any release of information other than specified above requires the prior, specific, dated, written consent of the parent. A record of any release of information shall be made and kept as a part of the school student record.

A parent shall have the right to challenge any entry, exclusive of grades, in the school student records on the basis of accuracy, relevance and propriety. As provided in the Regulations, a hearing may be requested, and the district's decision may be appealed.

Students' pictures are frequently taken at school or school events. If you do not want your students' picture or name in any publication of news, magazine, website, or videotaping, please contact the office for completing a non-permission form. In addition, school districts are now required by law to provide, on request made by military recruiters or institutions of higher education, access to secondary student names, addresses, and telephone listings commonly referred to as "**directory information**". If parents do not want their students included, the school must be contacted.

IV. Maintenance and Destruction of Records

Permanent records will be maintained for sixty (60) years. Temporary records will be maintained in no case longer than five (5) years after the student has transferred, graduated or otherwise permanently withdrawn from school.

SPECIAL EDUCATION

Special Education services are available at Stewardson-Strasburg Schools or through programs offered from EIASE for students who qualify. A Behavior Interventions Policy is procedures for dealing with behaviors by students with disabilities.

ADA COMPLIANCE

Stewardson-Strasburg CU District 5A has completed an ADA self-evaluation and transition plan by a team of district personnel and a consultant. Work is being completed as necessary. Information is available in the Unit Office.

SCHOOL CLOSINGS

Students at Stewardson-Strasburg School District may be released from school early due to weather and other events beyond the control of the school. Although the district attempts to avoid these situations, parents should be prepared for early dismissal from school in unusual situations, such as oncoming snow or ice storms, emergency school closures due to physical plant failures, power outages, or when building conditions such as heat, humidity, wind, building conditions and other factors make effective learning impractical. For these reasons parents/guardians should keep contact telephone numbers up-to-date for our School Reach Directory.

Information about school closings will be announced on WXF 97.9FM, WCRA1090AM/WCRC 95.7FM, WLBH 1170AM, 96.9FM, and WRAN 98.3FM radio stations. School Reach will also be used to notify parents and students of school closings.

Please do not call the school personnel or administration regarding early dismissal due to inclement weather. As soon as a decision has been made, it will be released to the stations.

STEWARDSON-STRASBURG CUSD 5A WEBSITE

The district website is www.stew-stras.fesdev.org The district budget, school report cards, and other important documents can be accessed through the website.

PEST CONTROL

The district is under contract for routine pest control in the facilities. If you have concerns regarding any allergic reactions, contact the school for an up-to-date schedule.

EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, or actual or potential marital or parental status. Further, the district will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status.

Any student may file a discrimination grievance by using the Uniform Grievance Procedure. No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extra-curricular programs and activities. Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the School Board's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

EDUCATION FOR HOMELESS YOUTH

If you:

- Live in a shelter or motel
- Share housing with relatives because you lost your housing
- Live in a campground, car, old building or other temporary shelter
- Don't have a permanent address

You have a right to:

- Enroll your child in school immediately even without school or medical records
- Get help from the district liaison with immunizations and/or medical records
- Choose your child's old school or school closest to where you are living now
- Get transportation to school for your child
- Dispute enrollment or transportation decisions
- Participate in your child's education

If you need assistance, please contact the district homeless education liaison, Mrs. Renee Frost.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

PBIS is a proactive systems approach to establishing the behavioral supports and social culture and needed for all students in a school to achieve social, emotional, and academic success.

The purpose of implementing Positive Behavior Supports and Interventions at Stewardson-Strasburg Jr. High/High School is to:

1. Help all students develop by creating a multi-tiered, blended model of intervention and support
2. Provide supports for academic, social, and emotional learning
3. Work together through a data based problem solving process
4. Collaborate with families and community partners to help us build and create a positive culture for learning.

THE COMET CREED

We will be: Respectful, Responsible, & Ready to Succeed

ASBESTOS MANAGEMENT PLAN

Stewardson-Strasburg 5A Asbestos Management Plans have been prepared in accordance with the Asbestos Hazard Emergency Act (AHERA, 40CFR763). Copies of the Management Plans are available at the Administration Office, 2806 E. 600 N. Rd, Strasburg. Plans are available for inspection during normal business hours of the office (Mon.-Fri., 8:00 a.m. to 4:30 p.m.) and during other times by special arrangement. Appointments must be made to review such plans. To make arrangements, please contact the Superintendent, who is the designated person.

SEX OFFENDER COMMUNITY NOTIFICATION LAW

Information Available to Parents Regarding Registered Sex Offenders (P.A. 94-994). School districts are required by law to notify parents they can access information regarding sex offenders by going into the Illinois Sex Offender Registry online at www.isp.state.il.us. Individuals may search the database by name, zip code, or county. Access is free. The law is intended to increase awareness of the Illinois Sex Offender Registry and to encourage parents to review the information available to them.

INSTRUCTIONAL MATERIALS FEES

Each pupil enrolled in any educational program is required to pay an instructional materials fee at the time of registration. Student fees during the 2015-2016 school year are: \$80 for Kindergarten through Grade 8; \$90 high school students. High school students will be assessed additional fees for PE clothes (\$7.00 for shorts, \$7.00 for tops), locks (\$5.00), Driver's Ed. (\$250.00), field trip, and class/club dues.

Athletic Event Fees for high school events are \$4.00 for Adults, \$2.00 for Students, and FREE for Sr. Citizens. Elementary events are \$3.00 for Adults, \$2.00 Students, and FREE for Sr. Citizens. Sports passes are available for purchase. Season Sports Passes are \$80.00 for Family, \$40.00 for Adults, and \$25.00 for Students. Children up to 21 years of age may be included on a family pass. If head phones need to be replaced, students will be charged the replacement cost of the headphones.

ATHLETIC PARTICIPATION FEES

High School Participation - **\$50 per sport** (Fall baseball and spring baseball are considered one sport)

Grade School 5-8 - **\$25 per sport**

Family Maximum Sport Fee - **\$150 Total for all children from one family playing sports per school year**

WAIVER OF FEES

A waiver of student fees is available if the student receives public aid, if the parent/guardians gross income is under that set out in the federal guidelines for free or reduced price lunches; or if the parent/guardian are otherwise able to establish that student cannot afford to pay these fees. **This includes lab fees and/or equipment needed for instruction in any class (P.E shirts, locks, etc.)**

Applications requesting waiver of fees should be submitted to the principal. Forms for submission of such requests are available in the principal's office. The use of false information to obtain such waiver is a felony under Illinois Law. Any inquiries should be directed to the principal of the school in which student is enrolled.

SCHOOL & ATHLETIC INSURANCE

A student insurance program is available from Mega Life & Health through Nationwide Life Insurance Company of Carterville, Illinois. The cost for the student insurance is: school time accident coverage PreK-12, starting at: (Call District for quotes); 24 - hour accident coverage PreK-12 starting at: (Call District for quotes). IHSA and Stewardson-Strasburg CU Dist. #5A policy states that every student athlete provide verification (name of company, policy number, and expiration date) of insurance coverage provided by the parent or the purchase of the student insurance program on the school time coverage as a minimum. A waiver form must be completed. Students who are being home schooled will not be eligible to participate in Stewardson-Strasburg extra-curricular activities.

STANDARDIZED TESTING

The **PARCC** test will be given as the state test for grades 3-11.

High School students may take optional practice tests for the ACT.

NO SOCIAL PROMOTION

The administration and professional staff shall establish a system of grading and reporting academic achievement to students and their parents and guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, performance based on the Illinois Standards, achievement tests, other testing, or special educational eligibility. The administration shall determine remedial assistance for a student who is not promoted. Every teacher shall maintain an evaluation record for each student in the teacher's classroom. The final grade assigned by the teacher cannot be changed by a district administrator without notifying the teacher. Reasons for changing a student's final grade include:

- a miscalculation of test scores;
- a technical error in assigning a particular grade or score;
- the teacher agreeing to allow the student to do extra work that may impact the grade;
- an inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

SCHOOL FOOD SERVICE

A TYPE A lunch consists of five different food items from four component groups: a meat or meat alternate, a bread or bread alternate, two servings of a vegetable/fruit, and fluid milk. A TYPE A breakfast consists of fluid milk, vegetable/fruit, and two servings of bread or meat. A salad bar and a la carte items are available to purchase for students in Grades 4 through 12 on a limited basis.

Pre-K through 3rd grade students is only offered the basic school menu. Guidelines for serving sizes, preparation and menu are provided by the federal and state agencies. Stewardson-Strasburg CU Dist. #5A maintains the cafeteria in order to provide a TYPE A lunch as well as a TYPE A breakfast to each student. The price of lunch is \$2.40 for Pre-K-6, \$2.70 for 7-12 students, and \$3.10 for adults. A la carte items and second tickets for both breakfast and lunch may be purchased. The price of a TYPE A breakfast is \$1.75 for Pre-K-12 students and \$1.75 for adults. More than one lunch or a la carte item can be purchased at the same meal. The TYPE A Lunch and TYPE A breakfast are available to families who qualify at free or reduced prices. The reduced lunch price is 40 cents for all students. The reduced breakfast price is 30 cents for all students. Parents are requested to apply to the building principal to determine if they meet federal requirements for free or reduced price meals. Students may bring lunch from home and purchase milk or juice for 40 cents per half-pint.

A computerized lunch program provides student meal tickets and balances. (If a computerized ticket is lost, a \$5.00 replacement fee will be charged). High school students without tickets will eat last. Payments can be made by the week, month, semester, or year. Students will be required to eat lunch in the cafeteria. School food service helps contribute to the education of students in three ways:

1. Their physical well-being.
2. Their mental receptivity.
3. Their knowledge of food and application of good eating habits.

The school food service offers a nutritious and well-rounded TYPE A lunch and TYPES A breakfast. Each student is encouraged to take advantage of this service.

1. LUNCH PROGRAM

- a. Accounts must have money in them for any purchase.
- b. Lunch money will be collected before 8:15 a.m.
- c. A la carte items cannot be charged.
- d. No money will be collected in the cafeteria.
- e. Refunds & Credits: Credits & refunds will be given at the end of the school year upon request.
- f. Sharing your school lunch with someone else is not permitted. Violation of this rule may result in your being banned from the cafeteria.
- g. Sack lunches may be brought to eat in the cafeteria or in the courtyard in front of the gym lobby. Due to state regulations, NO SODAS will be allowed in the cafeteria during meal times.
- h. Free Lunch Program: The Federal Government requires that free or reduced price lunches be provided for those who qualify. Listing of required qualifications based upon need and family income are made each fall in the local newspaper. Those who feel they are entitled to free or reduced price lunches for their children may get application forms from the high school office.

2. BREAKFAST PROGRAM

- a. All students approved for free or reduced lunches are automatically approved for free or reduced breakfast.
- b. Students are to leave the cafeteria after eating breakfast. 9-12 students must report to the gym after leaving the cafeteria if the 8:05 bell has not yet rung.
- c. Students not eating breakfast who arrive before the 8:05 bell are to go to the gym until this bell rings.
- d. Students eating breakfast at school are expected to be in their first hour class at 8:15 when the bell rings.

ILLINOIS HIGH SCHOOL ASSOCIATION ATHLETIC ELIGIBILITY RULES

When you become a member of an interscholastic athletic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic sports participation. The IHSA's rules have been adopted by the high schools that are members of IHSA as part of the Association's constitution and by-laws.

They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements but may not hold requirements less stringent than these statewide minimums.

The principal of your school is responsible to certify the eligibility of all students representing the school in interscholastic athletics. Any question concerning your athletic eligibility should be referred to your principal, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. If your principal has questions or wishes assistance in answering your questions, contact should be made to the IHSA Office.

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

The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You will lose eligibility for interscholastic athletics if you violate IHSA by-laws. Therefore, it is extremely important that you review this material with your parents, your coaches, your athletic director and principal to thoroughly understand the IHSA eligibility by-laws and how they relate to you.

RESIDENCE

Your eligibility is dependent on the location of the residence, where you live full time with your parents, parent who has been assigned custody by the court, or court-appointed legal guardian. If you do not reside with both of your biological parents, your eligibility may be subject to special provisions. Check with your principal to be sure you are eligible before you participate. You may be eligible if you are entering high school as a freshman and:

1. you attend the public high school in the district in which you live full time with both of your parents; or
2. you have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, and you continue to pay tuition as a high school student in that same district; or
3. you attend a private/parochial school located within the boundaries of the public school district where you live with your parents or court appointed legal guardian; or
4. you attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four(4) grades from kindergarten through eighth grades; or
5. you attend the private/parochial high school which one or both of your birth parents attended or where one of your parents' current spouse attended; or
6. you attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents.

TRANSFER

1. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. ***You cannot be eligible when you transfer until this form is fully executed and on file in the school office.***
2. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to, tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc., at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer, and transfer after classes have started for the school term, you will be ineligible for cross country that entire school term at the new school.
3. If you transfer attendance from one high school to another high school, you will be ineligible unless:
 - a. your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
 - b. your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance are for the school to which you transfer;
 - c. your transfer is from a private/parochial school to your home public high school, you are entering a public high school for the first time, and the principals of both your former and new school approve your transfer;
 - d. your transfer is from one private/parochial school to another private/parochial school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian, you are changing high schools for the first time, and the principals of both your former and the new school approve your transfer;
 - e. your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;
4. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.
5. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.
6. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.
7. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal of the school into which you transfer before you participate in an interscholastic athletic contest.

PARTICIPATION LIMITATIONS

1. After you enroll in ninth (9th) grade, you may be eligible for no more than the first eight (8) semesters you attend school. If you attend school for ten (10) or more days in a semester, that counts as a semester of attendance. You are not guaranteed eight semesters of eligibility, but that is the maximum number of semesters of high school attendance during which you may have eligibility.
2. Your 7th and 8th semesters of high school attendance must be consecutive.
3. After you enroll in ninth (9th) grade, you may be eligible for no more than four (4) years of competition in any sport. You are not guaranteed four (4) years of competition, but that is the maximum amount of competition you may have.

AGE

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

USE OF PLAYERS

You may not appear at a contest in the uniform of your school while you are ineligible. This means that you may not dress or sit on the bench if you are not eligible to play. Also, you may not compete as an "exhibition" contestant if you are not eligible.

PARTICIPATING UNDER A FALSE NAME

If you compete under a name other than your own, your principal will immediately suspend you from further competition, and you and any other person(s) who contributed to the violation of this by-law will be subject to penalties.

PHYSICAL EXAMINATION

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

AMATEUR STATUS

1. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost.
2. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$20 fair market value. There is no limitation on the value of your school letter.
3. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kid's league, etc. It only applies to your own competition in an athletic contest.
4. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

RECRUITING OF ATHLETES

1. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
2. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons connected with or not connected with the school, related to athletic participation.
3. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which is not uniformly made available to all students who attend your school.
4. You may not receive an "athletic scholarship" or any other special benefit from your school, provided because you participate in athletics.
5. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school. Special inducement includes, but is not limited to:
 - a. offer or acceptance of money or other valuable considerations such as free or reduced tuition during the regular year or summer school by anyone connected with the school.
 - b. offer or acceptance of room, board or clothing or financial allotment for clothing.
 - c. offer or acceptance of pay for work that is not performed or that is in excess of the amount regularly paid for such service.
 - d. offer or acceptance of free transportation by any school connected person.
 - e. offer or acceptance of a residence with any school connected person.
 - f. offer or acceptance of any privilege not afforded to non-athletes.
 - g. offer or acceptance of payment of free or reduced rent for parents.
 - h. offer or acceptance of payment of moving expenses of parents or assistance with the moving of parents.
 - i. offer or acceptance of employment of parent(s) in order to entice the family to move to a certain community if someone connected with the school makes the offer.
 - j. offer or acceptance of help in securing a college athletic scholarship.
6. It is also a violation to induce, attempt to induce, or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive **any benefit, service, privilege or opportunity** which is not also provided or made available to all prospective students at that school.

SCHOOL TEAM SPORTS SEASONS

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

PLAYING IN NON-SCHOOL COMPETITION

1. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport, or in any skills of that sport.
2. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
3. If you wish to participate in a competition sponsored and conducted by the National Governing Body for the sport, your principal must request approval in writing from the IHSA Office prior to any such participation.
4. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school year.
5. You will become ineligible if you play on any junior college, college, or university team during your high school career.

ALL-STAR PARTICIPATION

1. After you have completed your high school eligibility for football, basketball, soccer or volleyball, you may participate in one (1) all-star contest in any of these sports and still play for other school teams, provided:
 - a. the high school season in that sport has been completed;
 - b. the all-star contest has been approved by the IHSA.

You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.
2. You are not restricted from participating in all-star competition in sports other than football, basketball, soccer, or volleyball, except that you may not do so during the school season for the sport.

MISBEHAVIOR DURING CONTESTS

1. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
2. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.
3. Any other person(s) found to be in violation of the ethics of competition or principles of good sportsman-ship may also be barred from interscholastic athletic contests.

CODES OF CONDUCT FOR ATHLETES, COACHES, AND SPECTATORS

CODE OF CONDUCT FOR PARENTS/SPECTATORS

Stewardson-Strasburg Schools encourage the attendance of students, parents and interested members of the community at all athletic events. We further encourage their active support of these programs by participating in those activities which lend themselves to stimulating student achievement, good sportsmanship, and school spirit. These activities should be positive in nature and within the guidelines of this Code of Conduct. It is not our intent to reduce the involvement of parents/spectators or the enjoyment of those who participate. Rather, it our goal to create an atmosphere which is conducive to healthy athletic competition, is safe for those involved, and which provides the ideal of sportsmanship and sound educational practices.

1. Parent/Spectator engaging in any activity on or off campus including without limitations, the use of any computer device or cell phone whether such device is located on or off campus, that (a) poses a threat, danger, is derogatory, or could be interpreted as bullying to any students, staff, or school; (b) constitutes an interference with school purposes or an educational function; (c) is disruptive to the school environment; or (d) is in violation of any upholding guideline or rule stated in the handbook may be suspended for a minimum of that season and maximum of one calendar year for all extra-curricular activities.
2. Parents/Spectators are an important part of the game and shall at all times conform to accepted standards of good sportsmanship and behavior.
3. Parents/Spectators shall at all times respect officials, coaches, and players and extend all courtesies to them.
4. Parents/Spectators will promote fair play and uphold the spirit of the rules in the activity.
5. Parents/Spectators will model appropriate behavior at all times.
6. Parents will ensure their students are on time and have proper equipment for all games and practices.
7. Any player, parent, or spectator confronting a coach during practice, after a game, or on an electronic device without waiting 24 hours, that individual may be suspended for a minimum of that season and maximum of one calendar year for all extra-curricular activities
8. Any person, including adults, who behaves in an unsportsmanlike manner during an athletic or extracurricular event, may be ejected from the event. Examples of unsportsmanlike conduct include:
Using vulgar or obscene language, possessing or being under the influence of any alcoholic beverage or illegal substance, possessing a weapon, fighting, otherwise striking, or threatening another person, failing to obey the instructions of a school district employee, or engaging in any activity which is illegal or disruptive
9. Parents/Spectators using inciting language and/or displaying inciting actions at a contest will be warned by school staff that continuation of the activity will result in their ejection from the contest. If the inciting activity continues, the offending person(s) will be removed. In a particularly flagrant case of inciting language and/or action, the offending person(s) may be removed immediately without warning.
10. The determination of whether certain language and/or actions is inciting will be a judgment made by the school management staff of the contest and will apply whether the offense is aimed at the contest participants, officials, parents/spectators, or the school management staff.
11. Any spectator entering the playing area while the contest is in progress, or refusing to remain in the designated spectator area, will be subject to immediate ejection. Parents/spectators may not approach the player's bench during a game except in an emergency.
12. Any signs, banners, shirts, etc. deemed inciting by the school management staff will be removed.
13. Artificial noisemakers are prohibited from all athletic contests.
14. Stamping of feet, taunting, foul and abusive language, inflammatory remarks, and disrespectful signs and behavior are not acceptable.
15. Parents/spectators shall observe and obey the rules and regulations of the school concerning smoking, food and soft drink consumption, use of lavatory facilities, and parking of cars.
16. Any person, including adults, who behaves in an unsportsmanlike manner, during an athletic or extracurricular event, may be ejected from the event the person is attending and/or denied admission to school events for up to a year after a School Board Hearing.

CODE OF CONDUCT FOR COACHES

Stewardson-Strasburg Schools believe that sportsmanship is a core value and its promotion and practice are essential. Coaches have a duty to assure that their teams promote the development of good character. This code of conduct applies to all coaches involved in interscholastic athletics and activities.

1. The coach will promote academics and the educational process.
2. The coach will endeavor to be a good instructor and a positive role model for their players.
3. The coach will teach, enforce, advocate, model, and promote the development of good character to include: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship
4. The coach will respect participants, officials, opponents, parents, and all others involved.
5. The coach is responsible for understanding and competing within the IESA or IHSA designated rules and regulations of the game, depending on the level.
6. The coach will teach his/her players to understand and play within the IESA or IHSA designated rules and regulations.
7. The coach will promote fair play and uphold the spirit of the rules for the activity.

8. The coach will endeavor to put winning in its proper perspective.
9. The coach will model appropriate behavior at all times.
10. The coach recognizes that the way his/her team conducts itself can also have an influence, for better or worse, on those that they compete against.
11. The coach will endeavor to make his/her team a positive role model.
12. The coach will not coach, nor allow his/her players to play, with intent to cause injury to opposing players.
13. Neither the coach nor his/her players or spectators will display hostile behavior towards opposing players.
14. The coach will emphasize winning without boasting and losing without bitterness.
15. The coach will acknowledge that referees, just as coaches and players, are attempting to do their best. The coach will instill in his/her players and spectators a respect for that fact.
16. The coach understands that his/her attitude can influence his/her players and spectators.
17. The coach will display a controlled and undemonstrative attitude toward referees at all times.
18. Neither the coach nor his/her players and spectators will address a referee before, during, or after the game in a demeaning fashion.
19. Coaches will uphold and enforce provisions in the Student Participant Code of Conduct.
20. Coaches agree that if they fail to abide by the above code of conduct, they will be subject to disciplinary action that could include, but is not limited to, the following:
 - a. Verbal warning by official, Athletic Director, and/or school administrator.
 - b. Written warning.
 - c. Coach game suspension with written documentation of incident kept on file.
 - d. Dismissal of coach.

CODE OF CONDUCT FOR STUDENT PARTICIPANTS

Stewardson-Strasburg Schools believe that sportsmanship is a core value and its promotion and practice are essential. Student participants have a duty to assure that their teams promote the development of good character. This code of conduct applies to all student participants involved in interscholastic athletics and activities.

1. Student participants will support the value of academics and the educational process.
2. Student participants will advocate, model, and promote the development of good character to include: Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship
3. Student participants will respect peers, coaches, officials, opponents, and all others associated with the event.
4. Student participants will promote fair play and uphold the spirit of the rules for the activity.
5. Student participants will properly use all assigned equipment and facilities.
6. Student participants will model appropriate behavior at all times.
7. Student participants will encourage good sportsmanship from fellow players, coaches, officials, and parents at every game and practice by demonstrating good sportsmanship.
8. Student participants will attend every practice and game and be on time. In the event a practice or game must be missed, the student participant will notify their coaches in advance. Players will be on time for practice and games
9. Student participants will do their best to listen, learn from their coaches, and give their best effort at every game and practice.
10. Student participants will treat their coaches, other players, officials, and fans with respect, and, in turn, will expect to be treated accordingly.
11. Student participants deserve to have fun during their sports experience, and will alert parents and coaches if it stops being fun.
12. Student participants will play to the best of their ability and without displaying a negative attitude, regardless of position played or playing time received.
13. Student participants will do their very best in school.
14. Student participants will not engage in any behavior which would endanger the health, safety, or well-being of a coach, parent, player, participant, school official, or any other attendee. They will abide by all rules of participation outlined in the student handbook.
15. Student participants will not engage in the use of profanity while attending or participating in an event or practice.
16. Student participants will not engage in verbal or physical threats or abuse aimed at any coach, parent, player, participant, school official, or any other attendee.
17. Student participants will not initiate a fight or scuffle with any coach, parent, player, participant, school official, or any other attendee.
18. Student participants agree that if they fail to abide by the above code of conduct, they will be subject to disciplinary action that could include, but is not limited to, the following:
 - Verbal warning by official, head coach, and or school official.
 - Written warning.
 - Player game suspension.
 - Player season suspension.

GUIDELINES FOR ATHLETIC PARTICIPATION

ATTENDANCE POLICY:

Attendance is mandatory for all official practices and in-season contests. After a student/athlete has accumulated three unexcused absences, they will be suspended from the team and required to turn in all school issued apparel.

- Absences will be excused with a note from a doctor, for family emergencies, for a funeral, or other pre-determined absence discussed with the coach. If a student is excused from school for the day through the office, they are also excused from extra-curricular practices and events. If an athlete is gone on Friday he/she can only play on Saturday if they have a pre-planned note for Friday or a Doctor's note. It is up to the coach to determine the amount of playing time.
- Reasonable consequences will be issued by each coach for each unexcused absence leading up to the third.
- The attendance policy is in effect the first official team practice as predetermined by the IHSA or IESA.
- If a practice is missed due to another school sanctioned event, the student/athlete will be responsible for making up the activities missed at practice upon the discretion of the coach.
- After 3 nonconsecutive weeks of academic ineligibility, the student/athlete will be dismissed from the team.

Students are expected to make every reasonable effort to attend practices and games. If a student athlete must miss a practice or a game, advance notice to the coach is required and will be excused at the coach's discretion. If it is unexcused:

First Violation: conference between the student and coach and may result in a one (1) contest suspension and/or conditioning.

Second Violation: may result in two (2) contest suspensions

Third Violation: will result in dismissal from the team

CONDUCT:

Profanities and or derogatory remarks toward coaches, officials, or other players are prohibited and consequences for such behavior will be applied as per the discretion of the coach.

Playing time is non-negotiable.

STEWARDSON-STRASBURG STUDENT DISCIPLINE POLICIES

The school environment, similar to a student's home, is a place where certain standards of behavior must be maintained. Periodically rules are broken and the consequences of breaking the rules must be enforced. The employees of the district must weigh situations requiring discipline on an individual basis. The various rules and regulations are detailed in the student handbooks.

No corporal punishment is to be used by our school district as a penalty for misbehavior, according to Illinois Law.

A teacher may remove a student from the classroom for disruptive behavior, with the building principal's knowledge, provided the student has been given his/her due process rights.

This policy, formulated with the assistance of the Curriculum Advisory Committee, Board of Education and students, shall be reviewed annually. Parents and/or guardians will be provided a copy of the discipline policy as found in the student handbook prior to the beginning of each school year or when registering a child.

***Administrators may make supplemental rules not directly stated in this document when special situations occur.**

DUE PROCESS

The board will extend to students their full rights as provided by law. It is the board's desire that the exercise of authority necessary in a school setting is fair and that the student's rights are fully protected.

INTERROGATION OF STUDENTS

The District shall maintain a policy of cooperating with local, state and federal law enforcement officials. Law enforcement officials may interview students in school, providing such officials present proper identification to the building principal/designee and explain the purpose of the interview. Every attempt will be made to notify the parent(s)/guardian(s) of the interview before it is conducted. The interview shall be conducted in the presence of a school official. The student's parent(s)/guardian(s) may be present for such interview upon request.

DISCIPLINE CODE

Any known violations of school rules shall be reported immediately to the school authorities. Cause for disciplinary action shall not be limited to the items listed in this handbook. Students are to conduct themselves in a proper manner at all times when they are on school property or attending any program or activity under school sponsorship. Misconduct that is school-related but does not occur on school property also comes under the jurisdiction of school authorities. Therefore, abusive actions, language, or vandalism toward a school employee or his/her property may be considered a cause for the school district to take disciplinary action. Any teacher is authorized to send students from class for misbehavior when their presence in the classroom becomes detrimental to the learning and/or instructional process in that classroom. The high school principal is authorized to handle all matters pertaining to student discipline. Accumulated combined violations of the following rules which other disciplinary measures have failed to deter, may result in suspension and/or expulsion from school. After school detentions may be used after two (2) noon detentions. Suspensions may be used after three (3) detentions or for major infractions.

The following are considered minor infractions that are managed by the classroom teacher:

- Cell Violations
- Inappropriate Language
- Physical Contact/PDA
- Defiance/Disrespect
- Non-compliance
- Disruption
- Property Misuse
- Tardy to Class
- Dress code

Students violating a minor infraction will receive an Office Discipline Referral for this infraction. The accumulation of 3 minor infractions will result in assignment of a major infraction and assigned disciplinary action. A conference with the student will take place by the classroom teacher or the principal on each minor infraction. Minor infractions accumulate the entire school year and do not begin at "0" beginning the new semester.

The following are considered major infractions that will be referred to the building administrator:

- Abusive/Inappropriate Language
- Fighting/Physical Aggression
- Defiance/Disrespect/Insubordination
- Harassment/Tease/Taunt
- Skipping Class/Truancy
- Failure to Serve Detention or Suspension
- Computer violation
- Lying/Cheating
- Tobacco
- Alcohol
- Drug
- Forgery/Theft
- Weapon Possession
- Vandalism

Major infractions will be assigned at least a noon detention, and may be assigned after school detention, Saturday school, AER (Alternative Education Room), suspension, or expulsion depending on severity of infraction, and/or prior disciplinary actions employed.

TARDY POLICY

TARDY TO SCHOOL:

1st Tardy: Warning

2nd Tardy: 2 day parking pass suspension for student driver; 1 lunch detention.

3rd Tardy: 4 day parking pass suspension for student driver; 1 lunch detention.

4th Tardy: 5 day parking pass suspension for student driver; 2 lunch detention or 1 hour after school detention.

5th Tardy: 10 day parking pass suspension for student driver; 1 hour after school detention; 2 hour Saturday detention.

6th Tardy: 10 day parking pass suspension for student driver; 2 Saturday detentions.

7th Tardy: 20 day parking pass suspension for student driver; 2 Saturday detentions.

8th Tardy: 1 day ISSP and driving privileges to school revoked.

9th Tardy: 1 OSS for defiance for student driver and driving arrangements to be determined by administration.

All tardy offenses will be cumulative for the entire year and will not reset at semester. Parking suspensions and detentions will also be cumulative according to the number of offenses received.

Tardies Include:

Sleeping in, flat tire, car not starting, eating breakfast, work, another student picking you up, and others not covered will be an administrative decision.

TARDY TO CLASS:

1st Tardy: Warning

2nd Tardy: 30 minute detention with teacher.

3rd Tardy: 2 lunch detentions.

4th Tardy: 2 lunch detentions.

5th Tardy: 1 hour after school detention.

6th Tardy: 1 Saturday School.

7th Tardy: 2 Saturday School.

8th Tardy: 1 ISSP

I. ATTENDANCE

The school day is from 8:15 to 3:15. Students must be in attendance for 5 hours/300 minutes of instruction. A ½ day will count as 150 minutes of instruction. Regular attendance is one of the most important factors in determining state aid for the district and success or failure in high school and is the responsibility of the individual student and the parents or guardians. Make-up work cannot replace class participation. Poor attendance results in lower grades, disinterest in school, and failure. No student should miss class or study hall unless due to illness or having been excused through the office. Teachers at Stewardson-Strasburg have the right to use participation in determining classroom grades. If the absence is excused the student will have the opportunity to make up the grade. If the absence is unexcused, make-up work will not be allowed to be made up. Therefore, lack of attendance can lead to lower grades or possible failure of the course. The per semester district policy is as follows:

5 absences (excused or unexcused) = letter sent to parents, student and principal conference

7 absences = parent and principal conference

8 unexcused absences = referral to Regional Office of Education for truancy

1. Students who arrive at school before 8:05 should go first to the office (if buying a lunch ticket), then to the cafeteria for breakfast or to the gym bleachers if not having breakfast.
2. Anytime a student arrives at school AFTER 8:15 a.m., he/she must sign in at the office. Failure to follow this procedure may result in the assignment of detention, suspension, etc.
3. The North hall is off-limits until 8:05 a.m. and also during lunch time. The only deviations from this will be if students are attending a meeting, have a pass from a teacher, or have obtained permission from the morning or noon hour hall supervisor. If students are going to a teacher's classroom or the library before school, they are to remain in that classroom until the 8:05 bell rings. Students should not be "wandering" to or from their lockers before 8:05.

A. EXCUSED ABSENCES

1. Approval of the Principal-All absences must be cleared through the Principal.
2. Illness – Up to 7 cumulative days of absences due to illness will be excused by a note or phone call from the parent or guardian within 24 hours of the absence. After the seventh day, parents must provide a written doctor's excuse for illness if the absence is to be excused. **Doctor appointments will not go against the 7 excused absences. A note must be brought in for verification.**
3. Doctor Appointment – Please give the principal or the secretaries advance notice of doctor, dental, orthodontist appointments, etc. Bring appointment cards to school. Pre-planned absence slips are available in the office and must be signed by the student's parent and teacher(s) whose class(es) will be missed by the absence. Students must bring in documentation from the doctor that they were seen in his/her office on the day of the absence.
4. Death in the immediate family.
5. Family emergency or other circumstances which cause reasonable concern to the parents for the safety or health of the student. The parent should contact the principal either at school or his/her home to inform him/her of the emergency. Contact the superintendent if the principal cannot be contacted.
6. Makeup work will be due one day after the student returns to school after an excused absence unless other arrangements are made with the teacher. The teacher retains the option to require the work to be completed in advance for pre-planned, excused absences.
7. Other planned absences. These must be requested in advance by the parent through the principal. Pre-planned absence slips are available in the office and must be signed by the teachers whose classes will be missed by the absence. The principal will then determine, through teacher input, if the student can afford to be absent for the day(s) requested. Examples would be family vacation, trips to colleges, etc. Makeup work will be due no later than three (3) days after the student returns to school. Also, the teacher retains the option to require the work to be completed in advance.
8. School activities-If a student is to miss class because of another school activity, arrangements are to be made with teachers concerning assignments and make-up work. Students may be withheld from activities or sporting contests if they fail to make up work before the absence as required by a teacher.

B. WHEN STUDENTS ARE ABSENT

1. We would like a call (682-3355) from the parent of the absent student by 9:15 a.m. If it is impossible for the parent to call the school, the student is required to bring a note from the parent explaining the absence. Any absence not cleared by a phone call on the first day of the absence or by a parent's note on the day of the student's return will automatically be unexcused.
2. When a student leaves school during the day, he/she must check out through the office. Parents, guardians, or responsible family members will be called so they are aware that the student is leaving school and going home sick. The student must sign out on a "sign-out sheet" in the office. Any deviation from this procedure may be defined as skipping school and will be subject to those provisions. For example, any student who leaves school without permission may receive a suspension.
3. Students and student athletes who are absent from school for the entire day are not allowed to attend or participate in any practices or school sponsored activities held after school or during the evening of the day of absence either at Stew-Stras Schools or at away locations. Prior permission to attend may be granted by the principal in unique situations.

C. UNEXCUSED ABSENCES

The following types of absences are NOT EXCUSED: 1) working (job or home except for emergencies); 2) missing the bus; 3) oversleeping; 4) shopping, hair appointments, or similar circumstances; 5) other instances where absence can be avoided; 6) hunting.

D. TRUANCY

The school board supports the principle that local school districts must have the responsibility for matters pertaining to student attendance. Further, the board recognizes the following definitions:

Truant-a child subject to compulsory school attendance and who is absent without a valid cause from such attendance for five percent or more of the previous 180 regular attendance days.

Valid Cause-a child may be absent from school because of illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student as determined by the School Board or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.

Chronic or Habitual Truant-a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for five percent or more of the previous 180 regular attendance days.

Truant Minor-a child to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs, and other school and community resources have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused. Using the definitions cited; the school district shall determine if the student is a "chronic or habitual" truant.

If it is determined that the student is a "chronic or habitual" truant, services which must be provided to the chronic truant may include, but not be limited to: parent-teacher conferences, counseling services by social workers, counseling services by psychologists, psychological testing, alternative educational programs, and alternative school placement.

When the student is classified as a "chronic and habitual" truant, the building principal shall direct the process for the development of an optional educational program (DEP). The DEP shall designate the specific services or educational program the student shall receive.

If these measures prove ineffective and the behavior persists, the building principal shall refer the matter to the superintendent. The superintendent may call upon the resources of outside agencies such as the juvenile officer of the local police department or the truant office of the educational service Region of the county. The school board, superintendent, district administrators and teachers shall assist and furnish such information as they have to aid truant officers in the performance of their duties.

In accordance with the School Code of Illinois, no punitive action, including out of school suspensions, expulsions, or court action shall be taken against chronic truants unless available supportive services and other school resources have been provided to the student.

E. SKIPPING SCHOOL

Defined as absence of a student from school without permission from the parent/guardian and the school administration.

1. 1st Offense: one day in school suspension and forfeiture of credit for the class period(s) missed.
2. 2nd Offense: two day in school suspension and forfeiture of credit for the class period(s) missed.

NOTE: Any student using their motor vehicle when leaving school without permission will lose their driving privilege for five school days.

F. COLLEGE VISITATION

Juniors and seniors may request up to two college visitation days during the school year of his/her choice. This must be requested at least three days preceding the planned absence. The student must contact the guidance counselor. Students are responsible for phoning the college and scheduling the visit. A pre-planned absence form and verification form must be obtained from the guidance counselor prior to the visit. Minimum college requirements are available upon request from the guidance counselor.

G. JOB SHADOWING

High school students are encouraged to job shadow in order to get a real-life work experience in many careers that are available to them. It is preferable to job shadow during the summer, but if an opportunity arises during the school year, then the student may be allowed to participate. The student must notify the guidance counselor at least three days prior to the job shadow date and fill out a pre-plan absence form, which is signed by the student's parent and teacher(s) whose class(es) will be missed by the absence. Following the job shadow the student must complete the Job Shadow Verification form and submit it to the guidance counselor within two days of the job shadow.

Arrangements are to be made with teachers concerning assignments and make-up work. Freshman, sophomore, and junior students are limited to one job shadow experience per school year, while seniors are allowed two job shadows during their senior year.

Freshmen and sophomores must either be in or have taken the Career Development class prior to any job shadow experience. The person that is being job shadowed must sign the Job Shadow Verification form that confirms that the student completed the job shadow experience. Following the job shadow the student must complete the Job Shadow Verification form and submit it to the guidance counselor within two days of the job shadow.

H. SEMESTER EXAMS

These are administered on a two-day schedule with 4 tests being given on the first day and four tests being given on the second day. Doctor or dental appointments, job interviews, college trips, family trips, car maintenance appointments, etc., should not be scheduled to conflict with the above guidelines. Except in emergency situations, such activities will not be considered cause for an excused absence. An excused absence will be granted in exception to the above guidelines by the teacher and principal only for a family emergency. The student will be expected to make arrangements immediately with the teacher as to a date and time to make up the exam(s) missed. Semester exams will count no more than 1/5 of the student's semester grade. Any student not taking a scheduled semester exam will receive an incomplete for the course and not receive credit for the course. Semester grades will be determined by using percentages.

WITHDRAWAL FROM SCHOOL

Students withdrawing from school must report their leaving to the classroom teacher and building principal. The transfer of student files will not take place without the required permission from the parent or legal guardian. Transferring students must turn in all textbooks, workbooks, and have all fines and charges paid before leaving. Alternative programs for dropouts will be addressed by the guidance counselor. Students in good standing will be expected to have a transfer form before enrolling or when leaving to enroll in another district.

II. BUILDING REGULATIONS

A. VISITORS

1. All visitors are to report to the office before going to other parts of the building. All visitors must have a visitor's pass from the office before being allowed to visit classes. The length, frequency, and other restrictions on visits will be determined by the Principal. Unauthorized visitors will be subject to charges of trespassing and legal prosecution. The board of education reserves the right to restrict access to school grounds, buildings, and school-sponsored events to any person(s).
2. All students wishing to bring a visitor to school must obtain a prior approval from the principal. It is your responsibility to see that your approved guest is provided for while in school.
3. High school students and older up to age 20 may attend prom as a guest of a junior or senior with permission from the principal.
4. Requests by law enforcement officials to interview students at school will be granted whenever feasible. Students may request to call parents or have the principal present.

B. MEDICATIONS

All over-the-counter medications and prescriptions that students may need to take during the school day should be left in the office with the secretary. At NO time should students carry or store in their lockers medications or prescriptions. Students who need to take medications may come to the office at the appropriate time. No student should give any other student over-the-counter medication or prescription medicine unless there is a doctor direction or prescription for that specific student.

C. BULLETIN BOARDS

Important information is posted daily on the bulletin board near the office. Students should read this bulletin board several times during the day. In order to place posters and announcements on the bulletin boards, students must obtain permission from the office.

D. ELECTRONIC DEVICES

High school students may bring electronic devices to school (i.e. radios, games, music players, etc.) Students may be allowed to listen or use these devices on mute during the lunch hour or before and after school; otherwise, they are to be stored in the student lockers until the end of the day. Cell phones may be brought into the building but will be left off once the student has entered the building until school is dismissed. Cell phones may be used in the building once school is out. Failure to follow this procedure will result in confiscation of the phone and discipline procedures will follow accordingly:

- 1st offense will be an office referral and student will be able to pick their phone up in the office at the end of the day.
- 2nd offense will result in student or parent to pay \$25 in order to get the phone back, or wait 5 school days to pick it up.
- 3rd offense and beyond will result in a \$10 increase each time or an additional 5 school days to pick up the phone.

E. NOISE, LOITERING, RUNNING

1. No unnecessary noise or loitering is permitted in or near the buildings. Students remaining on school premises after school has been dismissed must be involved in supervised activities or practice sessions. Those not involved will be required to leave.
2. Running in the halls during school hours is not permitted for safety reasons. Students may be assigned detention for running in the halls during school hours. Running may be permitted for athletic training.
3. Loitering and running in the lobby and hallways during athletic events is prohibited.

F. PORNOGRAPHY

Possession, distribution, and/or the attempt to obtain pornography are prohibited. This includes electronic pornography from computers and cell phones. Any student found in violation of this policy shall be subject to the district disciplinary penalties for misconduct.

G. TELEPHONE

Students will be called to the telephone during class periods in emergency cases only. In most instances, the party calling will be requested to leave a message which will be delivered at the end of the period. The telephone in the office is for school business and thus very busy. Requests for its use should be made only in cases of absolute necessity.

H. STUDENT DRESS

Good grooming on the part of each student is important to his or her self-concept. Student's dress should always reflect good taste. A student's style of dress should not detract from the proper classroom atmosphere or present a health or safety hazard. Staff may request that students remove jewelry for safety reasons. No shirts with undesirable lettering or decorations are to be worn to school. The administration reserves the right to send students home who wear clothing that is obscene or suggestive.

1. Stewardson-Strasburg is a drug-free school district. Any clothing promoting or advertising tobacco, alcohol, or illicit drugs is considered undesirable.
2. Hats and sunglasses are not to be worn in the school. Leave these in lockers.
3. Shirts will be long enough to cover the navel with no skin showing between the shirt and bottom apparel while the student is in a normal stance.
4. Clothing that shows undergarments will not be allowed.
5. Shoulders and back shall be covered.
6. Students should be clothed from shoulder to the mid-thigh.
7. Shirts that have been altered by cutting out sleeves will not be allowed.
8. Shoes must be worn at all times.
9. Detentions and suspensions will be used accordingly.

I. PUBLIC DISPLAY OF AFFECTION

Defined to be anything more than holding hands on school grounds during the normal school day or at school sponsored activities.

1. 1st Offense: Conference with the students.
2. 2nd Offense: 1 day lunch time detention and written warning to the parents.
3. 3rd Offense: 1 day suspension with a parental conference required.

J. HALL PASSES

Hall passes are to be written in the student's planner by the teacher. Students should keep their planner with them at all times, particularly while in the hall at times other than regular passing periods.

1. Students should plan ahead when obtaining hall passes so they are not rushing at the last minute to get passes or get to class.
2. A pass to be absent from any class except study hall must be obtained from the teacher of the class the student wishes not to attend.
3. Class sponsors wishing for a student to work on a class project, float, etc., during study hall periods are to write the student a pass. Study hall teachers will not issue a pass for such an activity.

K. HALL LOCKERS

1. Each student will be assigned a locker. Students should only use their assigned locker. All personal items and books, when not in use, are to be kept in the locker. Do not tamper with another locker. Locks will be permitted on the hall lockers, but combinations or a key must be left in the office. The school will not be responsible for items lost or stolen from lockers. If a student has an item of value-don't bring it to school! Students will be required to pay for repairs to damaged lockers.
2. Requests to change locker assignments must be made during the first ten days of school and must be approved by the principal.
3. A student's locker is the property of the school and must be used for the purposes intended, such as storage area for books, school supplies, and outdoor garments. If school officials believe that the student has placed illegal or dangerous materials or substances in the locker, school officials may search the locker with or without the student's knowledge or consent. Lockers may be searched by school officials at any time.

L. SPEAKING TO TEACHERS

Students must call teachers Miss, Mrs., or Mr., and their last names at all times, on and off the school grounds.

M. STUDY HALL REGULATIONS

1. Each student in the study hall must have something with which to occupy himself/herself for study purposes. Study hall teachers may issue passes to the office, counselor's office, locker, and the restrooms.
2. Students are to be in their assigned seats at the tardy bell. After the bell, there should not be any talking unless students have secured permission from the study hall teacher.
3. Not more than one boy and one girl may check out at the same time to the rest rooms.
4. Individual study hall teachers may have additional specific rules which must be followed in their study halls. You will be made aware of these by your study hall teacher.

N. LIBRARY RULES AND REGULATIONS

1. Books from general collection
 - a. **Length of loan: High School**-books from the general collection may be borrowed for a period of four weeks. **Elementary/Jr.-High**-books from the general collection may be borrowed for a period of two weeks and may be renewed two times.
 - b. **Overdue Books:** Five cents per day (including Sat., Sun., and holidays). However, no book shall be dated due on a non-school day. Students have a seven-day grace period after the due date, but after the seven-day grace period the fine accumulates from the date due.
 - c. **Lost or damaged books or audio books:** Lost books should be reported as soon as possible. Arrangements can be made to have the fine stopped. If the book is not found, students must pay the cost of the book. If the book is then found, the amount the student paid will be refunded, but not the fine.
2. **Reference Books:** Books marked "R: remain in the library at all times.
3. **Illinois Heartland Library System:** The Stewardson-Strasburg School Library is connected to the Illinois Heartland Library System and Horizon database. Students have access to any book within the database. Students may request books and will receive them usually within one week.
4. **Challenged Books**-Library policy allows students access to materials on many subjects, both fiction and non-fiction. Parents should routinely consult with their student about the books they read. Students or parents may challenge materials in the library collection.

Procedure for challenging a book:

- a. Before challenging a book, read the whole book, not just excerpts.
 - b. Request a "Challenged Library Materials" form from the librarian, or school office.
 - c. Complete the form and return to the library.
 - d. Form will be reviewed by Librarian, Administration and/or School Board. Appropriate recommendation will be made.
5. **Returning Books/Records:** Give materials in person to the librarian or a student librarian. Materials returned to the library by simply laying them on a table or desk without being checked in to library personnel does not protect the returnee if such materials end up lost or destroyed.

O. ASSEMBLY PROGRAMS

Students will be dismissed from their classes by a bell or announcement to attend assembly programs. As long as students are attentive, assemblies will be scheduled throughout the year as an addition to the educational process.

P. CLASS AND ORGANIZATIONAL TRIPS

1. A student will not be permitted to go on any class sponsored or field trip if:
 - **They have more than twelve school day absences**
 - **They have any in school or out of school suspensions**
 - **They have any type of arrest**
 - **They are on probation or court supervision**

Q. WILLFUL DESTRUCTION OF PROPERTY

Remember that a great deal of money has been invested here for you. Vandalism or destruction of the property, the school, faculty, or other students is a serious offense, and is especially deplored by the board of education. It not only indicates a lack of respect for property that does not belong to you, but damages a pleasant learning environment used by every student and the communities. Those who are found to have willfully destroyed property or been an accessory will be subject to detention, suspension, or expulsion as the case merits. In addition, they will be required to make complete restitution for all damages. In the event more than one person is responsible, costs will be pro-rated among those involved.

III. DISCIPLINE PROCEDURES SUSPENSION

Suspensions are defined as removing the student from the classroom or study hall during regular class session between 8:15 a.m. and 3:15 p.m. Any tests or classwork missed while serving an in-school suspension can be turned in the day following the suspension for full credit. Any activities, tests, or classwork following an out of school suspension will not be allowed for full credit and will be determined by administration. Activities missed requiring classroom participation cannot be recreated and therefore cannot be made up. Students may not attend school-related activities on dates of suspension or expulsion. Attendance at school-related activities may resume upon the date a student returns to school from his/her suspension.

SUSPENSION PROCEDURES (DUE PROCESS) SEE APPENDIX A PAGE 38

1. The suspending official shall give the student oral or written notice of the charges constituting the gross disobedience or misconduct and a summary of the evidence supporting the charges.
2. If the student denies the charges, the official shall give the student an opportunity to explain the incident.
3. The suspending official will make a finding based on the evidence that the charges are supported and suspension is in order.
4. As soon as possible after the suspension the official shall notify the parent/guardian of the suspension along with a statement of the facts surrounding the suspension. Written notification shall be presented to the parents in a written letter including steps to be taken if the parent/guardian of the student wishes a hearing concerning the suspension.

DETENTION

Detention means that the student is detained either before or after regular class sessions. Detentions will be served from 7:30 a.m.-8:15 a.m., during lunch time, or 3:15 p.m.-4:15 p.m.

1. Missing Detention: For any detention not served when assigned by a staff member, the student will be assigned an additional detention. If the student fails to serve both of these detentions, the student may be assigned a one day suspension.
2. Saturday school may be assigned. Families must provide transportation.
3. Suspensions may be used after the accumulation of three detentions.

A. FACEBOOK OR TEXTING/ OFF CAMPUS BEHAVIOR

Engaging in any activity on or off campus including without limitations, the use of any computer or cell phone whether such device is located on or off campus, that (a) poses a threat or danger to the safety of the other students, staff, or school; (b) constitutes an interference with school purposes or an educational function; (c) is disruptive to the school environment; or (d) is in violation of any upholding guideline or rule stated in the handbook. Students in violation may receive up to a 10 day suspension with possible recommendation for expulsion, based upon the severity of the offense.

B. TOBACCO

Defined as possession of or use of tobacco on campus or while participating in any school sponsored activity. Punishment will include in school suspension for a minimum of one day with possible out of school suspension.

C. ALCOHOL, DRUGS AND DRUG PARAPHERNALIA

Defined as, any student found in possession of, or under the influence of alcohol, any illegal drugs, controlled substances, look-a-like drugs, drug paraphernalia or the misuse of legal substances on campus or at any school function, home or away. Punishment will include immediate suspension from school and events; with a minimum of five (5) days. Students who appear to be under the influence at school or at any school event will be expected to complete a breathalyzer or drug test at district expense within two hours of the suspected violation.

If the results of the test are positive, law authorities will be notified and students may be recommended for expulsion up to a maximum of two years. If parents pay for the test and results are negative, the parents will be reimbursed for the cost of the test.

D. OBSCENE LANGUAGE

Defined to be the use of swear words by students at any time during the school day or school functions, at home or away. Punishment will include a minimum of two (1) noon detention and letter to parents or suspension if constantly abused.

E. GROSS DISOBEDIENCE OR MISCONDUCT

Gross disobedience or misconduct is defined as any deliberate or willful conduct detrimental to the normal functioning of the school day or a program or activity under school sponsorship whenever and wherever scheduled. Punishment will include possible detention, suspension, or expulsion up to a maximum of two years depending on the severity of the act. Parental conference may be required.

F. FALSE ALARMS, POSSESSION OF WEAPONS

The threatening situation by one student toward the safety of other students or staff. Punishment will include immediate suspension and possible recommendation for expulsion. The length of the suspension will be determined by the severity of the act. Law authorities will also be contacted.

G. FIGHTING ON SCHOOL PROPERTY

Punishment will include immediate suspension determined by the severity of the act; certified letter to parents; and possible recommendation for expulsion; a parental conference is required before the student is readmitted.

H. MOTOR VEHICLE/PARKING LOT

Students who think they have a valid reason for driving vehicles to school are to request a motor vehicle registration form from the school. The form should be read thoroughly and completed. Parent approval with signatures must be obtained and the form returned to the school when completed. Failure to register your vehicles may be cause for suspension of your driving privileges to school. The school assumes not responsibility for loss of personal property or damage to cars parked on the campus.

1. Vehicles driven to school must be parked in the school parking lot in an orderly manner (East and West parallel to each other) and are not to be used again until school is dismissed. Once the vehicle is parked, all persons must leave the vehicle and proceed to the building.
2. Because of the number of students on the school grounds, a speed limit of 15 M.P.H. will be enforced at all times. All cars must be driven in a safe and sensible manner on school grounds.
3. Permission to be in the parking lot between 8:15 a.m. and 3:15 p.m. must be received from the high school principal.
4. A student may not drive a vehicle on school property and/or park the vehicle off school property and walk to school when he/she is not authorized.

Failure to comply with any of these rules, or those listed on the vehicle registration form, may cause a student to lose his/her driving privilege on school grounds for all or part of the school year and may result in other disciplinary measures as well.

I. WATER

Bringing water bottles to school without authorization of school staff is prohibited unless hot weather or medical condition warrants it. Violation of this rule will result in the student being assigned detentions. Further infractions of this rule could result in more serious disciplinary measures being taken.

IV. STUDENT COSTS

A. FEES

1. Instructional fees are assessed at registration time.
Stewardson-Strasburg uses a textbook rental plan for the student's convenience and to save them considerable money. An equal fee for all students is considered fair and equitable even though all students do not use the same type and/or number of books. The rental service includes hardbound and softbound textbooks, magazines, handbooks, workbooks, lab fees, etc.
2. It does not include paper, pencils, notebooks, Drivers' Ed, PE clothes and lock fees. In certain courses, supplies will be sold on a resale basis. In accepting the rental plan, the student and his parents agree to take good care of all books, and to pay the amount assessed if books are lost, marked, or show unusual wear.

B. STUDENT'S PAYMENTS

Entering students will make payments on the following schedule:

1. All pupils entering during the first quarter will be charged the full rental price.
2. Pupils entering during the second quarter will be charged three-fourths of the rental price.
3. Pupils entering after the second quarter to the close of school will be charged one-half of the rental price.

C. REFUND ON FEES

In case a student withdraws from school, the following refunds will be made providing the student has followed the proper procedure in leaving school:

1. If a pupil leaves school during the first quarter, three-fourths of the rental price will be refunded.
2. If a pupil leaves school during the second quarter, one half of the rental price will be refunded.
3. Pupils leaving after the second quarter, NO refund will be made.

V. GRADING AND COURSEWORK GUIDELINES

- A. Enrollment in a year-long course represents a commitment by the student to complete both semesters of the course. Therefore, dropping out of a year-long course at the semester may not be permitted.
- B. Courses must be completed in sequential order. Students will not be enrolled in English III, for example, until they have passed both semesters of English II.
- C. Exceptions to these guidelines will be a joint decision of the teacher, guidance counselor, and principal based upon the following factors:
 1. student's behavioral and academic performance in the course.
 2. student's ability and potential for mastering course content.
 3. student's reasons for wanting to drop or add the class.
 4. student is a senior and the class is not needed as a requirement to graduate.

D. INCOMPLETE GRADE

Unless arrangements have been made otherwise with the teacher, all incomplete work will be due no later than two school days after the end of each quarter. At the end of these two days, the quarter grade will be changed to an "F" if the requirements for the course have not been met.

E. FAILING GRADES RESULTING FROM an unexcused absence from class will be recorded in the grade book as follows:

1. Tests & Quizzes: The teacher will require the student to take the exam and then record one-half of the points earned.
2. Daily assignments/grades: Record a zero for the day missed and average that zero at the end of the quarter with all other daily assignments.
3. Cheating will not be tolerated. A first offense will result in a zero for the work and a letter sent home. Further offenses will result in a zero for the work, a letter sent home, and possible detention or suspension.

F. GRADE POINT AVERAGE

The HS grade scale is as follows:

100, 99, 98 = A+	97, 96, 95 = A	94, 93, 92 = A-
91, 90, 89 = B+	88, 87, 86 = B	85, 84, 83 = B-
82, 81, 80 = C+	79, 78, 77 = C	76, 75, 74 = C-
73, 72, 71 = D+	70, 69, 68 = D	67, 66, 65 = D-
64 or below = F		

A student's GPA is one criterion for college entrance, and employers use the GPA for job placement. The GPA of a student is compiled in the following manner: Add the number of grade points that have accumulated and divide by the total possible credits of courses that the student has taken. (Grade points are figured as follows: multiply the number equivalent of the grade received {"A"=5pts; "B"=4 pts.; "C"=3 pts.; "D"=2 pts.; "F"=1 pt.} by the possible credit for the course). To find a student's GPA, add all grade points of all classes taken and divide by the total possible credits for all courses taken to this point in time. The student with the best semester GPA after eight semesters will be the valedictorian. The student with the second best GPA will be the salutatorian.

There can be co-valedictorians and co-salutatorians.

EXAMPLE:	Possible Credit	Grade Equivalent	Number Points	Grade
U.S. History	1	A	5	5
P.E.	.5	B	4	2
English III	1	A	5	5
Building Tech	2	B	4	8
Ag. Mech	1	B	4	4
SOEP	.25	A	5	1.25
Algebra 2	1	A	5	5
Speech	.5	C	3	1.5
Totals	7.25			31.75

31.75 divided by 7.25 = 4.379 GPA

G. GRADUATION REQUIREMENTS: 25 CREDITS

These credits must include: American History-1; Illinois History- ½; Mathematics-3; English-4, Biology-1; Physical Science or Conceptual Chemistry and Conceptual Physics-1; Government-1/2;*Consumer Education-1; Health Education-1/2; Speech-1/2;**Driver Education-1/2; Career Development-1/4.

- 2 year elective from vocational education, music, or foreign language
- P.E. is required. It will count as ½ credits per year.

*Students may fulfill the Consumer Education requirement by successfully completing Consumer Economics or COOP. Any student who has not successfully completed graduation requirements will be prohibited from participation in graduation ceremonies.

**Driver Education-Freshmen and sophomores will be assigned to the driver education classroom either 1st or 3rd quarter based on date of birth. Summer driver education may also be offered at the discretion of the board of education. Students may enroll in driver education at the age of 14, but they must turn 15 before the last day of the classroom portion of driver education. They are required by law to have their permit for 9 months prior to receiving their license. There will be a \$250 lab fee for this course. If at all possible, students should plan to get their driver's license on their own time. Students who do plan to get their driver's license during the school day must turn in a pre-planned absence slip to the office if they wish this absence to be excused. Students may only miss a maximum of 2 class sessions. In order to take Driver's Ed. a student must have passed eight classes the previous two semesters.

Yearlong classes may not be dropped at the semester. Semester classes may not be dropped in the middle of the semester.

H. PREPARATION FOR COLLEGE

A high school program designed for the student who is planning to go directly to a four year college follows:

4 years of English

3 years of Social Studies

3 years of Math (including algebra and geometry)

3 years of Lab Science

*2 years of foreign language, music, or vocational ed.

*Colleges and Universities have specific entrance requirements. Check the admissions office for details.

I. HONOR ROLL

Students must carry a minimum class load of four academic subjects to qualify for the honor roll.

1. High Honors: GPA of 5.000
2. Honors: 4.5 to 4.999 with no more than 1 "C".
3. Honorable Mention: 4.25 to 4.499 with no grade lower than "C".

J. MINIMUM COURSELOAD

Each student is required to take six academic classes (excluding Band and P.E.) per semester.

Exceptions to this policy will be by the final decision of the Principal with input from the guidance counselor. COOP students are exempt from this requirement.

K. AUTHORIZATION FOR ELECTRONIC NETWORKS ACCESS

Each teacher must sign the Authorization as a condition for using the District's Internet connection. Each student and his/her parent(s) or guardian(s) must sign the Authorization before being granted access. School Board members and administrators are treated like teachers for the purposes of this Authorization.

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

Terms and Conditions

1. Acceptable Use-Access to the district's electronic networks must be (a) for the purpose of education or research, and be consistent with the educational objectives of the district, or (b) for legitimate business use.
2. Privileges-The use of the district's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time; his/her decision is final. (Alternatively, a committee could review the system administrator's decision.)
3. Unacceptable Use-The user is responsible for his/her actions and activities involving the network some examples of unacceptable uses are:
 - a. using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state law;
 - b. unauthorized downloading of software, regardless of whether it is copyrighted or devised;
 - c. downloading copyrighted material for other than personal use;
 - d. using the network for private financial or commercial gain;
 - e. wastefully using resources, such as file space;
 - f. gaining unauthorized access to resources or entities;
 - g. invading the privacy of individuals;
 - h. using another user's account or password;
 - i. posting material authored or created by another without his/her consent;
 - j. posting anonymous messages;
 - k. using the network for commercial or private advertising;
 - l. accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening racially offense, harassing, or illegal material; and
 - m. using the network while access privileges are suspended or revoked.

4. Network Etiquette-The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Be polite. Do not become abusive in your messages to others.
 - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 - c. Do not reveal the personal addresses or telephone numbers of student or colleagues.
 - d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail.
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the network to be private property.
5. No Warranties-The district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the users' errors or omissions. Use of any information obtained via the Internet is at the users own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. Indemnification-The user agrees to indemnify the school district for any losses, costs, or damages, including reasonable attorney fees, incurred by the district relating to, or arising out of, any violation of these procedures.
7. Security-Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. Vandalism-Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. Telephone Charges-The district assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
10. Copyright Web Publishing Rules-Copyright law and district policy prohibit the republishing of text or graphics found on the web or on district web sites or file servers without explicit written permission.
 - a. For each republication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
 - b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
 - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
 - d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
 - e. Student work may only be published if there is written permission from both the parent or guardian and student.
 - f. Students' images may be posted in connection with teacher created district published web sites. A student may or may not be identified. Identification is limited to first name only and shall not contain last names. If parents do not want their students identified or included, the school must be contacted.
11. Use of Electronic Mail
 - a. The district's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the school district. The school district provides e-mail to aid students and staff members in fulfilling their duties and responsibilities and as an education tool.
 - b. The district reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
 - c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
 - d. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in composition of such messages and how such messages might reflect on the name and reputation of this school district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
 - e. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
 - f. Use the school district's electronic mail system constitutes consent to these regulations.

Students, parent(s)/guardian(s), and teachers need only sign the *Authorization for Electronic Networks Access* once while enrolled or employed by the school district.

L. PROGRESS REPORTS

1. Progress reports will be sent at the end of the **4th weeks** grading period for students making a “D” or “F”, or at any time deemed necessary, teachers may elect to issue progress reports to students and their parents. These reports are intended to provide students and parents with comments regarding performance to date.
2. Conferences between parents and teachers are strongly urged when the situation indicates an apparent need for such a conference.
3. All F examinations, quizzes, and homework that are entered in the grade book will be sent home for parent signatures and to be returned to the classroom teacher. Failure to return those papers will result in parent contact and detentions. K-6 student papers that are to be signed by parents or guardians are required to be returned to their teacher the next school day.

7-12 students' papers that are to be signed by parents or guardians are required to be returned in the time frame designated by that teacher. Parents or guardians will be notified by phone or by mail if non-compliance of returning signatures becomes chronic or a signature has been forged.

M. REPORT CARDS

Report cards are scheduled to be given to students on the Friday following the end of each quarter. This report is used as a means of informing parents of their student's progress in school.

N. PARENT-TEACHER CONFERENCE DAYS

The report card cannot possibly communicate to the parent everything which the teacher would like to express or everything which the parent would like to know. An opportunity for parent-teacher conferences is provided soon after the end of the first quarter, but conferences are encouraged at any time through the year through the initiative of either the parent or teacher as the need arises.

O. PROFICIENCY EXAMINATIONS

If reasonable evidence exists that a high school student possesses academic proficiency in a subject area that student and his/her parent may petition the high school principal to take a proficiency examination. Proficiency examinations are limited to those courses not required for graduation from Stewardson-Strasburg High School except the Consumer Ed. Proficiency Exam.

P. CREDIT THROUGH DUAL CREDIT/CREDIT IN VIRTUAL ESCROW STUDY AND SUMMER SCHOOL

The Stewardson-Strasburg Unit #5A Board of Education may accept credit earned by a student through dual credit/credit in escrow study toward satisfying the requirements for graduation. These credits may include internet and onsite classes. Such credit shall be earned through the satisfactory completion of courses offered by an institution accredited by the North Central Association of Colleges and Secondary Schools. Summer school credit will be accepted towards graduation only when the equivalent class was previously attempted and failed at Stewardson-Strasburg High School. A maximum of two (2) units of such credit may be counted towards the requirement for graduation. This maximum of two (2) credits may be waived at the discretion of the guidance counselor and the principal in extreme circumstances.

Interpretation: Credits earned through dual credit/credit in escrow study may be used toward meeting high school graduation requirements provided the following requirements are met:

1. The student taking dual credit/credit in escrow course(s) for credit has had the course approved by his high school principal in advance of enrollment of the course. The student should assume the cost of the course.
2. Dual credit/credit in virtual escrow courses may not be used generally in lieu of regular courses at Stew-Stras High School, but may be used to enrich the student's program where the school feels this to be appropriate and useful to the student concerned. A student may earn up to two credits prior to graduation from an approved summer school program for making up failed credits only.

Q. SCHEDULE CHANGES

Schedule changes will be done through the guidance counselor. Schedule changes may be made the first five days of the semester. After that point in time, schedule changes will be made only at the initiation of the teacher, counselor or principal. Schedule changes will be made if:

1. It is possible in terms of your existing schedule and the change will not overload a class.
2. The change results in a reasonable program of study for the student.
3. Parents will be notified of schedule changes.

VI. MISCELLANEOUS

A. HEALTH EXAMINATIONS, IMMUNIZATIONS, EXCLUSION OF STUDENTS, AND SCHOOL DENTAL EXAMS

Within one year before entering kindergarten or the first grade, and upon entering the sixth and ninth grades, students shall present proof of having undergone a health examination by a physician licensed to practice medicine in all of its branches. Students must also present proof of having received the immunizations against preventable diseases as required by the rules and regulations of the Department of Public Health. Parent(s)/guardian(s) are encouraged to have their child undergo a dental examination whenever health examinations are required.

If a student does not comply with the requirements of this policy by October 15 of the current school year, such student shall be excluded from school until proof of having received the required health examination and immunizations is presented to the District. All new students who are first-time registrants shall have 30 days following registration to comply with the health examination and immunization regulations.

A student may be exempted from this policy's requirements on religious or medical grounds if the student's parent(s)/guardian(s) present to the superintendent a signed statement detailing the objection. A student may be exempted from the health examination or immunizations on medical grounds if a physician provides written verification.

All Illinois children in kindergarten, second, and sixth grades will be required to have an oral health examination. This examination must be performed by a licensed dentist, and he/she shall sign a proof of examination form. Each child shall present proof of a DENTAL EXAMINATION FORM signed by a dentist or complete a DENTAL EXAMINATION WAIVER FORM prior to May 15th of the school year. School dental examinations must have been completed with 18 months of the May 15th deadline.

A student with or carrying a communicable and/or chronic infectious disease has all rights, privileges, and services provided by law and the district policies. Contamination Control Kits are provided in all classrooms, offices and custodial rooms. Staff is trained yearly in proper removal of infectious disease contaminants.

B. INSURANCE

1. Student insurance is entirely optional. The school has an arrangement with a group plan providing for low-cost coverage. Parents have two choices available, a "school-time" plan and a "24-hour" plan from which to select. Parents may select the plan best suiting to family needs.
2. The school assumes no responsibility for any accidents or for the filing of claims. All injuries must be reported to the principal's office promptly so that accident reports can be completed. Written notice of claim must be given to the company within 21 days of the accident.

C. WEEKLY BULLETIN

The purpose of the bulletin is to give out to the student body and faculty official information concerning the activities of the school. The bulletin is issued from the principal's office the first day of each week. Teachers and students who have material for the bulletin should hand it in to the principal's office on the Thursday preceding its appearance. A copy of the weekly bulletin will be posted on the main bulletin board.

D. DAILY ANNOUNCEMENT PROCEDURE

Daily announcements are prepared each morning and e-mailed by 9:15 to each classroom. To ensure announcements will be included that day, it should be given to the high school secretary no later than 8:30 a.m. All announcements must be approved by the principal. Please keep all announcements as brief as possible. Only in cases of emergency or schedule change will announcements be made after the regular time. It is each teacher's responsibility to check his/her e-mails to read to students.

E. FIRE DRILLS

1. Fire drills are conducted three times during the school year to prepare the students and teachers for a quick evacuation of the building in case of an emergency. Students should become acquainted with the fire drill instructions posted in each room. If a student is not in a classroom, he/she should leave by the nearest exit in the direction the traffic is flowing. The student should not assume that the ringing of a fire alarm is "just another drill." Confusion and disorder can be avoided by observing the following:
 - a. Leave all personal belongings behind.
 - b. Walk in an orderly way, and remain silent.
 - c. Walk at least fifty feet from the building.
 - d. Don't return until fire alarm quits ringing and the "all clear" has been given by your teacher. At that time return to your previous location immediately.
 - e. Always follow the instructions of the teacher in charge of the group you are with at the time of the alarm.

F. DISASTER DRILLS

Disaster drills are held to prepare students and teachers for getting to the best safety location in cases of severe storms or other emergencies. Confusion and disorder can be avoided by observing the following:

1. Leave all personal belongings behind.
2. Remain silent so that order can be maintained & important information given.
3. Walk to pre-determined locations.
4. When the drill is over, return to your previous location immediately.
5. Always follow the instructions of the teacher in charge of the group you are with at the time of the alarm. In the event of a tornado alert, windows and doors will be closed. Students will go to the HALL by their classroom and kneel on the floor with their heads down toward the wall and with their arms crossed over their heads.

G. CARL D. PERKINS VOCATIONAL EDUCATION ACT

Effective October 19, 1984, this act provides financial assistance to schools for vocational education programs. Stewardson-Strasburg High School receives an annual allotment of funds for handicapped, disadvantaged and limited English proficient students to provide for the special needs of these students enrolled in the Voc. Ed program. Parents and students interested in receiving these special services should contact the high school principal.

H. PHYSICAL EDUCATION EXEMPTION

A parent's note may exempt a student from P.E. for a valid reason for up to two days although a doctor's written excuse is needed before a student may be excused from the regular physical education program for three or more consecutive days. On an individual basis students may be excused from physical education for one or more of the following reasons:

1. To enroll in an extra class which is required as an entrance requirement for a college he/she wishes to attend. (Seniors only)
2. The student is participating in interscholastic athletics. (Juniors and Seniors only)
3. Fulfillment of graduation requirements necessitating he or she take another academic course. (Seniors only)
4. Participation in marching band. (Any high school student)

NOTE: In items 1, 2, 3, & 4 a Physical Education waiver form must be filled out and put on file with the guidance counselor.

I. STATEMENT OF NON-DISCRIMINATION

Stewardson-Strasburg District #5A actively seeks minorities for employment in positions for which they are most qualified. All persons employed by the district are considered to be Mandated Reporters.

J. EXTRA-CURRICULAR AND COOP AGREEMENT (*NEW)

The Stewardson-Strasburg school district promotes several athletic and athletic related programs which provide instruction and competition in several sports areas. The sports or activities that are shared with Windsor High School are: baseball, volleyball, softball, basketball, track, golf, and cheerleading. Sports or activities that are not shared in high school are: Scholar Bowl and Cross Country. Our purpose in preparing this handbook is to better inform the students and parents about the athletics and athletic related programs and the standards required of the participants.

PHILOSOPHY

Participation in athletics and extracurricular activities mean more than competition between two individuals or teams representing different school districts.

We believe that participation in a sound athletic program contributes to the development of the student.

We believe that a sound athletic program teaches participants the value of cooperation as well as the spirit of competition. The student athlete learns how to work with others for the achievement of group goals as well as individual goals.

We believe that the spirit of play and the will to win are valuable to the development of a healthy individual.

We believe that athletics are a wholesome equalizer because individuals are judged on what they can do, not the basis of the social, ethnic, or economic group to which their families belong.

As the conduct of the participants is closely observed in many areas of life, it is important that his/her behavior be above reproach in all of the following areas. The coach or sponsor may have other rules that pertain to his/her own particular area that would be in addition to the rules listed below.

TRANSPORTATION

Students are required to ride the team bus to and from a contest. Exceptions to this may be made by coaches based on written requests by the parents of the student(s) involved. Parents will need to provide transportation to and from the school or the designated pickup/drop-off points as the circumstances dictate. The student will be required to return to the designated area where they were picked up unless other arrangements are made as per previous guidelines. Other than student athletes, no other students are allowed to ride the bus unless given permission by the coaches or administration. The district allows the audio & videotaping on buses used only as an aid to monitoring the student's/driver's behavior. Such monitoring is done openly and with the implied consent of those who choose to ride the bus.

PARTICIPATION RULES AND/REGULATIONS

365 DAY DRUG AND ALCOHOL POLICY

Extra-Curricular Code of Conduct

The mission of the Stewardson-Strasburg School District is to support, strengthen and develop the next generation of leaders to be successful and productive citizens through education, growth, development and the promotion of school and community pride.

Student athletes and participants are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of Stewardson-Strasburg CUSD 5A and Windsor High School.

Activities cooped and offered at Stewardson-Strasburg CUSD 5A subject to the handbook:

Baseball, Golf, Cross Country, Girls' Volleyball, Boys' Basketball, Girls' Basketball, Softball, Boys' Track, Girls' Track, Scholastic Bowl, Cheerleading, National Honor Society, Student Council, Homecoming and Prom Courts, and Drama Club.

When this Extra-curricular Code is in Effect

The rules set forth in this Extra-Curricular Code:

1. Are in effect throughout the calendar year and twenty-four hours a day, whether or not school is in session, and including vacation periods and holidays.
2. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale.
3. The rules apply from the beginning of the athlete's and/or participants first tryout or practice in the first sport or activity which the participant attempts or first day of school of the first-year of participation in Jr. High School through High School Graduation. Any violations acquired during Junior High will be erased immediately after Junior High Promotion and the High School policy will go into effect immediately following Junior High Promotion.
4. The rules apply until the completion of the athlete and/or participants eligibility in all sports and activities.
5. Community service and substance abuse counseling must be approved by the administration and any cost paid by the athlete and/or participant.
6. Any program participant who has served a suspension is not eligible for All-Conference Nomination or for an MVP Award during the season that the suspension occurred.

Notification of Disciplinary Action

Administrative procedure for handling extra-curricular code violations:

1. Violation will be written by the Coach, Sponsor or Athletic Director.
2. Copies will be sent to:
 - a. Athletic Director
 - b. Head Coach/Sponsor
 - c. Principal
 - d. Superintendent
 - e. Guidance Counselor
 - f. Parent/Guardian
3. The written violation notice will contain:
 - a. The violation
 - b. Time and date
 - c. Nature of punishment

The Athletic Director will attempt to contact a parent/guardian after violation has been established, using the home phone number and work numbers turned into the school by the parent/guardian. Parents/guardians are welcome to request a meeting for the opportunity to discuss a violation with the Athletic Director.

Discipline Policies for Drug, Alcohol, and/or Tobacco Violations

- The following individuals are considered accurate reporting sources: Certified Teachers, Administration and Law Enforcement.

Violation 1

1. If the individual reports violation (to coach, sponsor, athletic director or administration) within 72 hours or the 1st day of school attendance (whichever comes first), the individual has the following option:
 - a. Miss 1/3 of the contests and complete counseling (5 hours) and *community service (10 hours).
 - If you do not complete the requirements you cannot participate in any other activity.
 - Individuals cannot go out for a sport that they have never played before, unless you are a freshman, to complete requirements.
 - Individuals must participate in all practice activities, attend all games and pay all fees while serving suspension for athletics.

Violation 2

1. The individual has the following consequence:
 - a. Suspended from extra-curricular for one year with counseling (10 hours) and *community service (20 hours).
 - Suspension of 1 calendar year is from the date of enforcement of the penalty.

Violation 3

1. Student is suspended from extra-curricular for the remainder of career.

Additional Rules and Regulations

Note: Offenses of the extra-curricular code will be of a cumulative nature. These rules will carry over the entire high school career of a program participant. Junior High school students will not carry over to the high school. However, an eighth grade student will assume high school status immediately following promotion from eighth grade. Also, these rules and regulations apply during 24 hours per day, 7 days per week, 365 days per year.

*Community service activities must come from a pre-approved list of activities available in the grade school and high school offices.

Prohibited serious offenses include, but are not limited to the following:

1. Alcohol (use, possession, distribution, purchase, or sale)
2. Tobacco (use, possession, distribution, purchase, or sale)
3. Drugs/Look Alike Drugs (illegal use, possession, distribution, purchase or sale)
4. Criminal Offenses (including all offenses which are defined under Illinois or Federal criminal codes as misdemeanors or felonies). A conviction by a court of law is not prerequisite to disciplinary measures under this handbook.
5. The Illinois School Code requires school districts to have stringent policies on bullying, cyber bullying, hazing and other forms of harassment. Hazing can be defined as a ritualistic test and/or task involving harassment, abuse or humiliation used as a way of initiating a person into a gang, club, military organization or other group. The definition can refer to either physical (sometimes violent) or mental (possibly degrading) practices. Bullying, to include cyber bullying, is an act, usually repetitive (although one instance, if severe enough, can lead to liability for harassment according to the United States Supreme Court) that intentionally causes harm to other students or athletes through either verbal or physical assault.
6. Conduct, which is unsportsmanlike or brings disrepute to Stewardson-Strasburg CUSD #5A.

Student athletes and participants are cautioned that their presence in circumstances where prohibited activities are occurring may constitute the conclusion that the student athlete and/or participant was participating in those prohibited activities. Student athletes and participants are advised to avoid circumstances where they might be so implicated. A student athlete or participant shall immediately leave or make a good faith effort to leave any place where substances prohibited by this handbook are present or are being used, or where other prohibited conduct is occurring, upon the student athlete or participant becoming aware of the presence of prohibited activities, and a failure to do so shall, for purposes of this handbook, be considered participation in the prohibited conduct by the student athlete or participant. Suspension from the team involves the actual IHSA/IESA sanctioned competition. Practice may still be required.

IMPORTANT NOTE:

The above **Code of Conduct** deals specifically with athletics, but it is to be considered as the **Code** for **ALL** extracurricular activities where students are in competition and representing the Stewardson-Strasburg School District. This **Code** was made to inform the student and the parents of what is expected of the student when he/she wishes to participate in athletics and or athletic related activities in the Stewardson-Strasburg School District. It is the responsibility of each coach to cover the **Code** thoroughly with his/her squad before the first practice.

ADDITIONAL PARTICIPATION RULES AND REGULATIONS:

Student athletes will be expected to adhere to the state of Illinois curfew laws. Special curfews may be set by the coaches for the night before games. Violations will be handled the same as an unexcused practice.

Boys are to have haircuts with at least half the ear showing. Hair will be well groomed, off the collar, and out of the eyes. Girls' hair should show evidence of appropriate cleanliness and grooming. No game participation will be allowed until these standards are met.

Boys are to have no mustaches, goatees, or other facial hair. No game participation will be allowed until these standards are met.

Student-athletes who receive detention at school will be required to have a conference with their coach and will also be subject to extra conditioning or the possibility of dismissal, depending on the severity of the acts that caused the detention, and the frequency of the detentions.

Disrespect to or taunting of coaches, fans, team members, or opposing team members will not be tolerated!! Violations of this nature will be dealt with by the coach and will be subject to warnings and/or conditioning through dismissal from the team at the coach's discretion. The student-athlete will also be subject to a conference with the principal and to any disciplinary measures deemed necessary by the principal.

CARE OF SCHOOL PROPERTY AND EQUIPMENT

Athletes are expected to respect and care for all property and equipment involved in any phase of the athletic program. Theft from teammates or school will result in suspension from the athletic program. Athletes are to wear and use school issued equipment only during specified practice and game times. Each athlete is responsible for the care of the equipment at his/her disposal and shall be held accountable for its return upon completion of the season.

ELIGIBILITY

Weekly Eligibility- Grades will be checked on each Thursday at 3:30. Eligibility runs from Monday-Saturday of each week. Any subject receiving an F by 3:30 on each Thursday, that student will be ineligible for the following week.

Quarter Eligibility- Athletes must maintain a C- average from all combined subjects in order to be eligible for the start of the next quarter. If a student's average is below a C- average at the end of the quarter, they will be determined ineligible and will sit out the following week. Any subject receiving an F at the end of the quarter will result in the student being ineligible for the following week.

Any athlete who has been deemed ineligible will not be allowed to practice or attend athletic events for that week. (New)

INSURANCE

All students participating in one of the activities covered by this **code of conduct** must purchase one of the two student insurance plans available through the school unless the parents sign a waiver indicating that their family policy is adequate and they do not wish to have the insurance. All student athletes must have either the insurance or the waiver. If the waiver is signed, it must be on file in the office.

If the athlete does not have insurance or a waiver in the office, he/she will be unable to practice, play in games, or hold team membership. If this is not taken care of prior to the first scheduled practice of the activity that the student wishes to participate in, he/she may be subject to extra conditioning through suspension from games according to the number of practices missed..

AWARDS BANQUETS

High School awards banquets are to be held during the Spring. Banquets will rotate between Windsor and Stew-Stras for both H.S and Jr. High. Parents and participants are encouraged to attend these events.

SYSTEM OF AWARDS

Varsity Letter:

Students who have had the necessary playing time on a varsity team will earn a varsity letter (10") plus a metal insert to indicate the appropriate sport. (Only one varsity letter will be given in the student's high school career).

K. INSTRUCTIONS TO SCHOOL BUS RIDERS

All students are assigned to a designated bus and route. All students are to ride the assigned bus. The district attempts to pick up and drop off students in a timely manner. At times, special steps have been taken for those students who do not follow the rules. All will agree that bus drivers have a great responsibility in providing safe transportation for school children. Neither the bus driver nor anyone else who is interested and concerned about the safe transportation of students can tolerate disturbance or distraction on the bus which in any way would jeopardize the safety of students. Bus drivers will report discipline problems to the building principals.

Both a visual and audio recording will be made on the interior of a school bus when transportation is provided for any school related activity. The recordings will be kept confidential and can only be used by school officials and law enforcement personnel for disciplinary actions or prosecutions related to incidents occurring in or around the school bus. *Public Act 95-0352*

The principal will use the following guidelines for bus discipline referrals:

1. First Offense: Warning and possible suspension of bus riding privilege.
2. Second Offense: one day bus suspension.
3. Third Offense: three day bus suspension.
4. Fourth Offense: five day bus suspension.
5. Further Offenses may result in lengthy or permanent bus suspension.

School bus riders, while in transit, are under the jurisdiction of the school bus driver unless the local board of education designates some adult to supervise the riders.

It is recommended that all riders, parents of riders and teachers become thoroughly familiar with the following regulations governing school bus riders.

1. Be on time at 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 instructions are given by the driver.
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 windows.
8. Remember that loud talking or laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident.
9. Be absolutely quiet when approaching a railroad crossing stop.
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. No eating is allowed on the bus.
12. Carry no animals on the bus.
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 smaller children.
17. Do not ask the driver to stop at places other than the regular bus stop; he or she is not permitted to do this except by proper authorization from the school district.
18. Observe safety precautions at discharge points. Where it is necessary to cross the highway, proceed to a point at least ten 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 chaperone appointed by the school.

ADDITIONAL GRADE SCHOOL INFORMATION

MEET OUR STAFF

Mrs. Anderson
Mrs. Barker
Mrs. Barnes
Mrs. Boehm
Mrs. Dunaway
Ms. Frost
Ms. Green

Mrs. Hill
Ms. Jones
Mr. McCollum
Mr. Niemerg
Mrs. Piper
Ms. Rhody
Mr. Haegen

Mrs. Richter
Mrs. Rincker
Mr. Rodriguez
Mrs. Ruff
Mr. Smith
Mrs. Altman

Grade School Secretary: Marla Rincker

Grade School Principal: Mark Giertz

Athletic Director: Shane Smith

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

PBIS is a proactive systems approach to establishing the behavioral supports and social culture and needed for all students in a school to achieve social, emotional, and academic success.

The purpose of implementing Positive Behavior Supports and Interventions at Stewardson-Strasburg Grade School is to:

1. Help all students develop by creating a multi-tiered, blended model of intervention and support
2. Provide supports for academic, social, and emotional learning
3. Work together through a data based problem solving process
4. Collaborate with families and community partners to help us build and create a positive culture for learning.

GRADE SCHOOL PBIS EXPECTATIONS

When We Are:

Safe

Respec **T**ful

Accountable

Here and **R**eady

We are **S**uccessful

DISCIPLINE

The school environment is a place where standards of behavior shall be maintained. Some general rules of conduct are:

Fighting, verbal threats, or violent behavior on the school ground, on the school bus, at an athletic or school sponsored event will not be tolerated.

Chewing gum is not permitted.

Wearing of caps and other head gear in the building is not permitted.

No bikes are to be ridden to school.

Damage to school property will either be paid for or repaired by student(s) responsible.

Cell phones and all other electronic devices are NOT allowed to be out during the school day.

Responsibilities of junior high students are discussed by their teachers at the beginning of the school year.

It is the policy of the grade school to notify parents of any disciplinary problems which could or have become serious or habit forming so we can work together for improvement. Oral reprimands, loss of noon recess, use of noon detentions, or in-school suspensions are the usual types of disciplinary action used. Grades 1-8 utilize noon recess detentions. The detention room is a teacher supervised room. Students not able to go outside because of sickness or injury will go to the detention room also. They are not being punished, only being supervised while they must remain inside.

DISCIPLINE POLICY 6TH, 7TH, 8TH GRADE STUDENTS

Any known violations of school rules shall be reported immediately to the school authorities. Cause for disciplinary action shall not be limited to the items listed in this handbook. Students are to conduct themselves in a proper manner at all times when they are on school property or attending any program or activity under school sponsorship. Misconduct that is school-related but does not occur on school property also comes under the jurisdiction of school authorities. Therefore, abusive actions, language, or vandalism toward a school employee or his/her property may be considered a cause for the school district to take disciplinary action. Any teacher is authorized to send students from class for misbehavior when their presence in the classroom becomes detrimental to the learning and/or instructional process in that classroom. The building principals are authorized to handle all matters pertaining to student discipline. Accumulated combined violations of the following rules which other disciplinary measures have failed to deter, may result in suspension and/or expulsion from school. Suspensions may be used after two (2) detentions.

The following are considered minor infractions that are managed by the classroom teacher:

- Inappropriate Language
- Physical Contact/PDA
- Defiance/Disrespect
- Non-compliance
- Disruption
- Property Misuse
- Tardy to Class
- Dress code

Students violating a minor infraction will receive an Office Discipline Referral for this infraction. The accumulation of 3 minor infractions will result in assignment of a major infraction and assigned disciplinary action. A conference with the student will take place by the classroom teacher or the principal on each minor infraction. Minor infractions and tardies begin again at "0" starting the semester.

The following are considered major infractions that will be referred to the building administrator:

- Abusive/Inappropriate Language
- Fighting/Physical Aggression
- Defiance/Disrespect/Insubordination
- Harassment/Tease/Taunt
- Disruption
- Tardy to School
- Skipping Class/Truancy
- Failure to Serve
- Computer violation
- Cell Phone Violation
- Lying/Cheating
- Tobacco
- Alcohol
- Drug
- Forgery/Theft
- Weapon Possession
- Vandalism

Major infractions will be assigned at least a noon detention, and may be assigned after school detention, Saturday school, AER (Alternative Education Room), suspension, or expulsion depending on severity of infraction, and/or prior disciplinary actions employed.

REWARD ACTIVITIES

At the end of each quarter 7th and 8th grades will have a reward activity for all students who are eligible to attend, based on the guidelines of Positive Behavior Interventions and Supports.

SUGGESTIONS FOR BECOMING SUCCESSFUL STUDENTS:

1. Come to school on time and maintain good attendance.
2. Complete homework on time and accurately
3. Be respectful of classmates, teachers, and other school personnel.
4. Cooperate with students and teachers.

THE FOLLOWING ARE APPLICABLE TO PRE-K – 12:

ADMISSION OF STUDENTS

Students entering the Pre-Kindergarten program are required to have an official birth certificate on file in the office. An official birth certificate for a student can be accessed at the county seat of the county in which your child was born. A copy of the birth certificate is required for each student entering kindergarten. Students must submit a current health exam and proof of up-to-date immunization record required by the Department of Public Health. If a student does not comply with this policy by OCTOBER 15 of the current school year, HE/SHE SHALL BE EXCLUDED FROM SCHOOL UNTIL PROOF OF HAVING RECEIVED A HEALTH EXAM AND IMMUNIZATIONS ARE PRESENTED TO THE SCHOOL. All new students who are first-time registrants have 30 days following registration to comply with the health and immunization regulations.

Physical examinations are required for students entering kindergarten and sixth grade and all students participating in extra-curricular athletics.

Dental examinations are required for students entering kindergarten, second, and sixth grade.

Hearing and vision will be screened by the Shelby County Health Department for students in kindergarten, first, third, fifth, and eighth grades. Proof of hearing and vision done by family physician may waive fee at registration.

ATTENDANCE-ABSENCE POLICY

Students are expected to be in school every day and arrive at school no earlier than 8:00a.m. and not later than 8:15a.m. PARENTS MUST NOTIFY THE SCHOOL (682-3621) BY 9:30A.M. IF THEIR CHILD WILL BE ABSENT FROM SCHOOL. In the case of a planned absence, the teacher(s) and school office should be notified at least three days in advance. It is the responsibility of the student to contact the teacher and make arrangements for make-up work or any test missed. UPON RETURNING TO SCHOOL AFTER AN ABSENCE, A NOTE FROM THE PARENTS MUST ACCOMPANY THE STUDENT EXPLAINING THE ABSENCE.

Students are required to have a note signed by their parents if they are to leave school during the school day. When picking up their child, parents are to report to the office and the child will be called from their classroom. All junior high students are required to sign in and out of the office during the school day. If a student is absent more than 25 days during a school term, he/she may be retained.

List of excused absences:

1. Approval of the principal
2. Illness or Doctor Appointment
3. Death in the immediate family
4. Family emergency or other circumstances which cause reasonable concern to the parents for the safety or health of the student
5. Other planned absences- which must be requested in advance by the parent through the principal.
6. School activities

List of unexcused absences:

1. Working (job or home except for emergencies)
2. Missing the bus
3. Oversleeping
4. Shopping, hair appointments or similar circumstances
5. Hunting

MORNING STUDENT DROP-OFF AFTER SCHOOL PICK-UP

DROP-OFF: Students being dropped off by parents in the morning before school starts CANNOT BE AT SCHOOL BEFORE 8:00 A.M. **Students should be dropped off and picked up at the doors between the gyms on the East side of the building.** Parents are reminded NOT to park their car NOR BLOCK the teacher parking spaces in the back. Traffic flow problems and limited teacher parking spaces do not allow for parents to park in the circle drive that is used for drop-offs. Parents' cooperation in this matter will allow for better student supervision in the morning, safer traffic flow, and will enable our staff to park in their available spaces.

AFTER SCHOOL PICK-UPS: School dismissal time creates heavy traffic in the halls as students walk to the buses. Congested hallways also create a safety issue.

PARENTS HERE TO PICK UP THEIR CHILD AT DISMISSAL TIME WILL BE REQUIRED TO MEET THEM IN THE HALL IN FRONT OF THE LIBRARY NOT IN THE HALL BY THEIR CHILD'S CLASSROOM. Students being picked up after school will step out of the bus line to meet their parents in the hall by the small gym. REMEMBER- Notes from parents are required for after school pick-ups. If the student does not have a note, he/she will be placed on the bus for home. Students will start to the buses at 3:10 p.m.

Doors will be unlocked in front of the Elementary only during after school extra-curricular activities.

RESPONSE TO INTERVENTION (RTI)

Response to Intervention (RTI) is a framework for making instructional decisions based on data. First and foremost, RTI is about general education. The goal of RTI is accelerating learning for all. It is based on the assumption that all students can learn, and will, given the right opportunities.

RTI is a general education initiative that analyzes instructional methods and supports all students within Stewardson-Strasburg Community Unit 5A. RTI consists of the following three essential components (1) providing high quality, research-based instruction/support matched to student needs, (2) the frequent use of data to determine learning rate and student performance level, and (3) making educational decisions based upon the student's response to instruction and support.

Students will be screened up to 3 times a year in reading and math. Data will be continually collected throughout the year to monitor student progress and aid in decision making. Some small group instruction and interventions may be provided to address identified skill deficiencies.

Aims Web computer software will be used in grades K-8 as a screening and data collection tool.

ELECTRONIC DEVICES

Electronic devices (i.e. radios, games, music players, etc.) are NOT allowed during school hours. Cell phones may be brought into the building but will be left off once the student has entered the building until school is dismissed.

- 1st offense will be an office referral and student will be able to pick their phone up in the office at the end of the day.
- 2nd offense will result in student or parent to pay \$25 in order to get the phone back, or wait **5 school days** to pick it up.
- 3rd offense and beyond will result in a \$10 increase each time or an additional **5 school days** to pick up the phone.

ATHLETICS

Stewardson-Strasburg Grade School is a member of the Illinois Elementary School Association-IESA. Girls are offered softball, basketball, track, and volleyball; boys are offered baseball, basketball, and track. The following are requirements for participation in an extra-curricular program: be academically eligible, have a current physical on file in the office, have a signed **code of conduct** form, and has an insurance waiver or school insurance.

If an athlete is gone on Friday he/she can only play on Saturday if they have a pre-planned note for Friday or a Doctor's note. It is up to the coach to determine the amount of playing time.

BUS SUSPENSIONS

Bus drivers will report discipline problems to the building principal. The principal will use the following guidelines when disciplinary action is necessary:

FIRST OFFENSE: warning and possible suspension of riding privilege.

SECOND OFFENSE: one day bus suspension.

THIRD OFFENSE: three day bus suspension.

FOURTH OFFENSE: five day bus suspension.

Additional offenses or serious first offenses may result in lengthy or PERMANENT bus suspensions. Students are reminded that the school bus is like a classroom on wheels. All rules of conduct of the classroom apply to the school bus. SEE "INSTRUCTIONS TO SCHOOL BUS RIDERS."

CONFERENCES

If a conference is desired with a teacher, parents are reminded to first report to the office to make arrangements or to call the grade school office to schedule a time. Because of teachers' schedules, conferences are usually scheduled before school (8:00-8:15) or after school (3:15-3:30). Out of consideration for the teachers' busy schedules, all conferences need to be scheduled. Also, conferences are not to be held in the hallway or in front of students in the classroom. Parent-teacher conferences are scheduled at the end of the first quarter. However, CONFERENCES MAY BE ARRANGED ANYTIME. Parents should feel free to discuss with school personnel any situation they feel is not in the best interest of the students. If the complaint is with a teacher, CONTACT THE TEACHER FIRST. If not resolved, then contact the principal. If the situation is not resolved to your satisfaction, then contact the superintendent.

GRADING SCALE

The grading scale used in grades 3-8 is:

100, 99, 98 = A+	97, 96, 95 = A	94, 93, 92 = A-
91, 90, 89 = B+	88, 87, 86 = B	85, 84, 83 = B-
82, 81, 80 = C+	79, 78, 77 = C	76, 75, 74 = C-
73, 72, 71 = D+	70, 69, 68 = D	67, 66, 65 = D-
64 or below = F		

HONOR ROLL

The school recognizes excellent scholarship and publishes an honor roll after each grading period. The honor roll is based on grades earned in academic subjects, band and P.E. in the seventh & eighth grades. Honor roll requires grades of B's and A's, with as many A's as B's (**No C's**) *New. High Honor Roll will require all grades of A. Classes taken for one quarter will count toward the quarter honor roll but not the yearly honor roll. 4-5-6 P.E. and Music grades are not used to figure honor roll.

LOST AND FOUND

Parents should label student's jackets, coats, gym shoes, book bags, etc., with their child's name. Items of value or sentimental value **SHOULD NOT BE BROUGHT TO SCHOOL**. The school will not be held responsible for lost or stolen items or money. Radios, tapes, players, etc., are not to be brought to school. Neither the teacher nor the school will be held responsible for any toys brought from home to school.

A "LOST AND FOUND" box is kept in the grade school office.

NOTES FROM PARENTS

Notes from parents will be required for the following cases:

1. Excuse from P.E. and/or recess.
2. Tardiness or absence from school.
3. Leaving school early.
4. Educational field trips.
5. Changing buses or drop-off points.
6. After school pick-ups. **IF THE STUDENT DOES NOT HAVE A NOTE, THEY WILL BE PLACED ON THE BUS FOR HOME.**

PARTIES

K-5 classes will have Halloween and Valentine Parties. At Christmas, classes will create a "wish list" of items that would be beneficial to the class as a whole. Participating in this event is optional. Parties for birthdays must be pre-arranged with the child's teacher.

When planning a birthday party at school, parents are asked to follow these guidelines:

1. Please notify the teacher at least three days in advance.
2. We ask that the food brought to school for the party is limited to two cookies or one cupcake per student.
3. Please, no take-home treats for the students.
4. It is the school's policy that **NO INVITATIONS BE PASSED OUT FOR PRIVATE PARTIES UNLESS ALL CLASSMATES WILL BE INVITED.**

Please contact your child's teacher if you have any questions.

PHYSICAL EDUCATION

Each student is required to take Physical Education. A parent's note may exempt a student for participating in P.E. for a valid reason for up to two (2) days although a doctor's written excuse is needed before a student may be excused from the regular physical education program for three (3) or more consecutive days.

High School students are also subject to this criteria for dressing:

1. Each unexcused 'No Dress' will result in a Zero for the day.
2. Any extended period of time that a student sits out of P.E., that student will be able to gain credit through an alternative assignment

High School students are required to wear the following in class:

- Gray Stew-Stras Physical Education T-shirt – The shirt must not be altered from its original form
- Green, gray or black shorts of appropriate length
- White socks

All Junior High students are required to dress in the appropriate P.E. uniform for class.

****ALL STUDENTS WILL NEED LACED GYM SHOES.**

REPORT CARDS

A report card to parents concerning their child's progress is issued every nine weeks. Parents are to sign and return report cards in a timely manner. Progress reports will be sent home on the third and sixth week of every quarter to notify parents of any problems or failing grades.

RETENTION

Stewardson-Strasburg Grade School has a policy regarding retention. Copies of this policy are available in the office.

STUDENT RECORDS

Parents have the right to:

1. Inspect and copy any and all information contained in the student record.
2. Challenge the contents of the records.
3. Receive copies of records proposed to be destroyed.
4. Inspect and challenge information proposed to be transferred to another school district.

TELEPHONE MESSAGES

Parents are requested to limit telephone messages for their child to those of an important nature.

VISITORS AT SCHOOL

Parents are always welcome at school. We request that parents or other visitors report to the office upon their arrival at school. Out of district students WILL NOT BE ALLOWED to visit school while they are on vacation and our school is in session

APPENDIX A

V-Q: SUSPENSION/EXPULSION PROCEDURES

V-Q-1: Exclusion of Students

It is the policy of the board of education to maintain in the schools an environment conducive to the educational process. A student's conduct is largely a personal matter that should be maintained within limits of acceptability. However, school administrators and teachers have an important responsibility when a student's conduct intrudes upon and endangers the rights of other students to learn. Therefore, whenever it is in the best interests of the student, the school, or other students to exclude a student from the educational program or related services, the following procedures shall be followed:

a. Definitions

1. "Exclusion" means any denial of educational services, programs, or transportation, as the case may be, to which a student would otherwise be entitled.
2. "Suspension" means exclusion for a period not to exceed ten (10) school days or until the end of the current grading period, whichever is less.
3. "Emergency" means a situation where the student's presence poses an immediate or continuing danger to persons or property or constitutes an on-going threat of disrupting the education process.
4. "Bus Suspension" means an exclusion from riding a school bus for any length of time.
5. "Expulsion" means exclusion for a period of more than ten (10) school days, and may extend to two calendar years.
6. "Gross Disobedience" and "Misconduct" specifically include, but are not limited to:
 - a. the willful refusal to obey the policies, rules and regulations of the Board of Education.
 - b. the willful refusal to obey all reasonable written or oral instructions of a member of the administrative staff.
 - c. the willful refusal to obey all reasonable written or oral instructions of any member of the teaching staff, designated non-certificated supervisory personnel, or bus driver.
 - d. the willful behavior which interrupts the orderly process of school affairs.
 - e. conduct which is or may be physically injurious to person or property.
 - f. truancy-subject to Section 26-12 of the Illinois School Code.
 - g. repeated minor incidents of misbehavior which other disciplinary measures have failed to deter.
 - h. behavior which violates or attempts to violate a Board of Education policy, rule, or regulation.
 - i. possession, use, delivery, sale or transmittal of any alcoholic controlled substance or controlled substance or paraphernalia prohibited by the Cannabis Control Act or the Controlled Substance Act other than those prescribed for medicinal purposes. (Possession shall include any area over which a student has immediate control such as an automobile, locker, purse, handbag, etc.)
 - j. under the influence of any alcoholic controlled substance or controlled substance or paraphernalia prohibited by the Cannabis Control Act or the Controlled Substances Act other than those prescribed for medicinal purposes.
 - k. excessive unexcused absences.
 - l. behavior which constitutes gross disrespect for the property or rights of other students, teaching staff, administrative staff, non-certified staff or school bus driver.
 - m. the use of profane, vulgar, insulting, or disrespectful language directed toward school personnel.

V-Q-2: Suspension Authority

a. Suspension Authority

The superintendent and/or principal(s) shall suspend a student according to the provisions of V-Q-3, upon a finding that the student has engaged in misconduct as defined in V-Q-1(a.-6-i.). In all other instances, the superintendent and/or principal(s) may suspend a student according to the provisions of V-Q-3 upon finding that the student has engaged in an act of gross disobedience or misconduct.

b. Emergency Suspension Authority

Subject to the provision of V-Q-2-a., the superintendent and/or principal(s) may/shall suspend a student according to the provisions of V-Q-3, when an emergency exists. The emergency suspension shall not exceed ten (10) school days or until a hearing on the suspension or an expulsion is held, whichever is less.

c. Bus Suspension Authority

Subject to the provisions of V-Q-2-a., the superintendent and/or principal(s) may/shall suspend a student from riding a school bus according to the provisions of V-Q-3.

V-Q-3: Suspension Procedures

a. Except as set forth in b. below, prior to the imposition of a suspension, the following procedures shall be observed:

1. The suspending official shall give the student oral or written notice of the charges which constitute the student's gross disobedience or misconduct and a summary of evidence which supports the charges.
2. If the student denies the charges, the suspending official shall give the student an opportunity to explain the incident.
3. The suspending official shall make a finding based upon the evidence that the charges are supported by the evidence and a suspension is in order.

b. When an emergency suspension is imposed in accordance with V-Q-2-b., the requirements of V-Q-3-a., 1, 2, and 3 above shall follow as soon as possible when practicable.

c. As soon as possible after the imposition of a suspension, emergency suspension or bus suspension, the superintendent or principal(s) shall notify the student's parent(s) or guardians(s) which shall be sent by registered or certified mail. Said letter shall be in the following format:

"Pursuant to Section 10-22.6 of the Illinois School Code and I. of the Policies and Regulations of Stewardson-Strasburg Community Unit School District No. 5A or from riding a school bus of Stew-Stras C.U.S.D. No. 5A for a period of _____ day(s). The effective date of suspension is (was) _____."

"You are advised that (name of student) is (was) suspended for the following specific reason(s):"

"You are entitled to request that the Board of Education review the suspension. Upon your request, which must be in writing and received by the secretary of the Board of Education no later than ten (10) days after the postmark of this notice, the board shall fix a time and place for the review and you will be notified accordingly."

"You will have the right to be present at the review and you may appear and discuss the suspension with the Board of Education." A copy of board policy entitled 'Exclusion of Students from School' is enclosed."

d. Upon receipt of a timely written request for review of the suspension, the board of education shall fix a time and place for the review and notify the student's parent(s) or guardian(s) in writing thereof.

e. The suspension review shall be a closed meeting and shall be conducted by the Board of Education in substantially the following format:

1. The board shall first hear the statement(s) of the suspending official(s) and all other pertinent evidence.
2. Members of the board, the suspended student and/or the parent(s) or guardian(s) may ask questions of the suspending official(s) or other witnesses concerning their statements and evidence.
3. The board shall then hear the statement(s) of the suspended student, the parent(s), guardian(s) or witnesses on their behalf and other pertinent evidence.
4. Members of the board and/or suspending official(s) may ask questions of the suspended student, parent(s), guardian(s), or witnesses concerning their statements and evidence.
5. There will be no attorneys present during the review process unless specifically authorized by the Board of Education.

f. Within five (5) days after the conclusion of the suspension review by the Board of Education, the board shall render a decision either affirming, modifying, or reversing the suspension. The decision shall be in writing and shall specify the findings upon which the decision is based. A copy of the decision shall be furnished to the student's parent(s) or guardian(s).

g. If the board's decision is to reverse the suspension, the student shall be immediately reinstated and any and all notations or remarks in regard to the suspension shall be expunged from all student records. All educational opportunities and services missed by the student to which the student would be otherwise entitled shall be afforded where practicable.

APPENDIX B

GUIDELINES FOR MEDICATION ADMINISTRATION IN SCHOOLS

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form."

No school or district employee is allowed to 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/guardian. No student is allowed to 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 procedure.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The school and 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 epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to 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 an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Introduction:

The purpose of administering medications in school is to help each child to maintain an optimal state of health that may enhance his/her educational plan. The medications shall be those required during school hours that are necessary to provide the student access to the educational program.

The intent of these guidelines is to reduce the number of medications given in school, yet assure safe administration of medications for those children who require them.

Definitions:

1. Licensed Prescriber-as defined in this document:
 - a. Physician-a physician licensed to practice medicine in all of its branches including medical doctors and Doctors of Osteopathy.
 - b. Dentist-a person licensed to practice dentistry in any of its branches.
 - c. Podiatrist-a person licensed to practice podiatry.
2. Prescription drugs-drugs requiring a written order for dispensing signed by a licensed prescriber.
3. Non-prescription drugs-medications which may be obtained over the counter (OTC) without a prescription from a licensed prescriber.
4. Long-term medication-medication utilized for treatment of chronic illnesses and includes both daily and PRN (as needed) medication.
5. Standing Orders-written protocol for using medication, applying to the general use and possession of that medication, as opposed to an order for a medication for a specific situation or time.

Guidelines:

1. Only medications which are necessary to maintain a child in school and must be given during school hours shall be administered.
 - a. Each dose of a prescription medication shall be documented in the child's individual health record. Documentation shall include date, time, dosage, route of administration and signature of the person supervising the child's self-administration or administering the medication.
 - b. Certified school personnel, in conjunction with a licensed prescriber and parent may identify circumstances in which a child may self-administer medication.
 - c. Parents shall provide, at appropriate intervals, feedback to the school concerning the licensed prescriber's progress reports of students using long-term medications at school.
 - d. All permission for long-term medication shall be renewed at least annually. Changes in prescription medication administration shall have written authorization by a licensed prescriber. Changes in over the counter medications shall be authorized in writing by the parent.

2. Prescriptions medications given in school shall be prescribed by a licensed prescriber on an individual basis as determined by the child's health status. This excludes standing orders as explained in "2c". Medications must be pre-measured before bringing it to school.
 - a. Prescription medications must display:
 - Child's name
 - Prescription number
 - Medication name
 - Dosage and time of administration
 - Date of prescription
 - Directions of administration (with lunch, not with dairy products, etc.)
 - Licensed prescriber's name
 - Pharmacy name, address, phone number
 - Why medication is necessary
 - b. Over the Counter Medications (OTC)
 - Over the counter (non-prescription medications shall be brought with manufacturer's original label or in a container with the child's name and the medication's name affixed. In addition, the following information must accompany all OTC medications:
 - Directions for administration
 - Dosages and time for administration
 - Date administration will begin and likely end
 - Why the medication is necessary
 - c. Standing Orders
 - Students who must have immediate access to emergency medication such as bronchial dilators, nitroglycerin, etc. may receive permission to carry such medicines on their person if a licensed prescriber and school administrator determines the situation is in the best interest of the student and school. Age, past performance and level of responsibility must be considered if a student is to carry medicine on his/her person.
 - d. Controlled Substances
 - In the rare case a student must use a controlled substance at school, it must be kept in the school office, must be labeled as a controlled substance, and also follow all regular prescription rules and regulations.
 3. All prescription medications must be kept in a secured drawer or cabinet. Medications requiring refrigeration will be kept in a refrigerator off limits to students.
 4. Prescriptions given as samples from a doctor must be accompanied by a written dispensed order from the doctor's office.
 5. all medication carried or used by a student at school must be accompanied by a "Medicine Registration and Administration Form" available in the principal's office.
 6. The parent(s)/guardian(s) will be responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for their child. If the parent/guardian does not pick up the medication by the end of the school year, certified personnel will dispose of and document that medications were discarded. Medications will be discarded in the presence of a witness.
- ***All Pre-Kindergarten through second grade students will be screened by the speech/language pathologist during the first few weeks of school.

APPENDIX C HARASSMENT, HAZING, AND BULLYING

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon a race, color, nationality, sex, sexual orientation, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, or other protected group status. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

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

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Soliciting, encouraging, aiding, or engaging in hazing, no matter when or where it occurs, is prohibited. Hazing means any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, 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:

1. Removal from the extracurricular activities,
2. Conference with parents/guardians, and/or
3. Referral to appropriate law enforcement agency.

Students engaging in hazing that endangers the mental or physical health or safety of another person may also be subject to:

1. Suspension for up to 10 days, and/or
2. Expulsion for the remainder of the school term.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Nondiscrimination Coordinator - Renee Frost, Guidance Counselor
2806 E 600 N Rd
Strasburg, IL 62465
Phone: 217-682-3355

Building Administrator - Mark Giertz, Principal
2806 E 600 N Rd
Strasburg, IL 62465
Phone: 217-682-3621

Complaint Manager - Mrs. Michele Lindenmeyer, Superintendent
2806 E 600 N Rd
Strasburg, IL 62465
Phone: 217-682-3355

APPENDIX D GRIEVANCE PROCEDURE

Board Policy 2.260 establishes a uniform grievance procedure. Names of the complaint managers: Dr. Michele Lindenmeyer, Superintendent, and Mr. Mark Giertz Principal.

A grievance is a difference of opinion raised by a student or group of students involving: (1) the meaning, interpretation or application of established policies; (2) difference of treatment; or (3) application of the legal requirements of civil rights legislation.

This procedure is not intended to limit the option of the district and a grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place which will afford a fair and equitable opportunity for all persons.

The grievance procedure is not required if the grievant(s) prefers other alternatives such as the Office of Civil Rights (OCR) or the courts. Due process shall exist throughout the procedure with the right to: (1) representation; (2) present witnesses and evidence; (3) confidentiality; (4) review relevant records; and (5) proceed without harassment and/or retaliation.

Step 1

The student(s) and other parent(s) should discuss the matter with the person(s) directly responsible for the grievance issue within ten (10) days of the time when a reasonably alert person should have been aware of the event giving rise to a grievance. An oral response must be made within five (5) days.

Step 2

If the problem is not resolved, the grievance should be referred informally to Mr. Mark Giertz. A meeting must be held within five (5) days from notification of referral and an oral response made within five (5) days.

Step 3

If the grievance is still not resolved, it should be submitted in writing within ten (10) days to: Mrs. Michele Lindenmeyer, Superintendent. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be documented. Extra time, if needed can be mutually agreed upon. A meeting must be held between the grievant and district representative within ten (10) days and a written response made within five (5) days.

Step 4

If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the office of the superintendent or designee within ten (10) days from the receipt of the response on Step 3. A meeting between parties will be held within ten (10) days and a written response made within five (5) days. A complete record of this meeting shall be kept and signed by both parties for possible future reference.

Step 5

If the issue is not satisfactorily resolved on Step 4, the grievant(s) may appeal the grievance issue in writing to the school board within five (5) days from the receipt of the written response. The board shall consider the appeal within sixty (60) days and a written response shall be given within five (5) days.

APPENDIX E STUDENTS-RIGHTS AND RESPONSIBILITIES DRUG ABUSE

Non-medical use of drugs is hazardous to the health of students. The illicit use, possession or distribution of drugs or look-alike drugs and drug paraphernalia is not permitted on school buses, in school buildings or on school grounds at any time. This policy extends to all school-sponsored and related activities as well as field trips and athletic and music trips, whether held before or after school, evenings or weekends. Students shall not be permitted to attend school when they are under the influence of illicit drugs. For the purpose of this policy, students who are under such influence shall be treated in the same manner as though they had drugs in their possession.

Students shall be advised of this policy in a manner deemed appropriate by the building principal. In addition, information concerning the effects and potential dangers involved in the illicit use of drugs shall be included in the curriculum in compliance with the law.

If a staff member finds a student to be illicitly using, possessing or distributing drugs or look-alike drugs and drug paraphernalia in violation of this policy, the student shall be suspended and/or expelled. In addition, parents and juvenile authorities shall be notified promptly. In all cases, parents' cooperation shall be sought. When a substance is determined to be an illicit drug, the identity of the student shall be given to the proper authorities for prosecution.

Electronic signaling devices found on District facilities shall be confiscated by the Superintendent or his designee. The presence of such a device may be cause for further search for possession of drugs and appropriate discipline as established by the School Board.

If there is reason to believe that a student is using drugs illicitly at any time on or off school premises, the health and counseling services of the school shall be made available to the student and his parents.

Organizations sponsoring activities on the school's facilities outside of regular school hours shall be made aware of this policy and shall be expected to take appropriate disciplinary measures. Failure to do so could result in cancellation of that organization's privilege to use district facilities.

APPENDIX F CURRICULUM CONTENT

The curriculum shall contain instruction on subjects required by state statute or regulation, including the following:

1. Character values. Every teacher shall teach students honesty, kindness, justice, and moral courage.
2. Citizenship values, including American patriotism and the democratic principles of freedom, justice, and equality; proper use and display of the American flag; method for casting and counting votes; the Pledge of Allegiance.
3. Physical education. Special activities shall be provided for students whose physicians have determined should not participate in regular physical education.
4. Career education.
 - a. The career education program should promote the desire to work and acquire the necessary skills, teach the relationship between learning and work, teach good work habits and values, and discourage occupational stereotyping.
 - b. A vocational education program should provide students with an opportunity to develop the basic skills to enter the world of work and/or continue formal education.
 - c. A student work program may be developed and implemented under the direction of the Superintendent and other appropriate staff members which provides work experiences as extensions to the regular classroom.
5. United States History. Courses shall include an analysis of the principles of representative government, Constitutions of the United States and Illinois, and this country's relationship to other world-wide movements. Courses shall include a study of the role and contributions of ethnic groups and the role of labor unions and their interaction with government.
6. The history of women in America, including their contributions and struggles to gain the right to vote and for equality.
7. Black history, including contributions made by African-Americans and their struggles to receive fair and equal treatment.
8. Holocaust study, including the Nazi atrocities of 1933 to 1945.
9. Consumer education
10. Conservation of natural resources.
11. Health education. The superintendent shall develop a Comprehensive Health Education Program.
12. The following courses shall also be included in the curriculum: (a) language arts, (b) science, (c) mathematics, (d) U.S. History, (e) foreign language, (f) music, and (g) driver and safety education.

APPENDIX G STUDENT DISCIPLINE

PROHIBITED STUDENT CONDUCT

The school environment is a place where standards of behavior shall be maintained. When rules are broken, consequences shall be enforced. District staff shall determine student discipline on an individual basis in a fair and expedient manner.

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to, the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence 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 illegal drugs or controlled substances, look-alike drugs and drug paraphernalia. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had drugs in their possession.
4. Using, possessing, distributing, purchasing, or selling explosives, firearms, knives, or any other object that can reasonably be considered a weapon.
5. Using or possessing electronic signaling and cellular radio telecommunication devices, unless authorized and approved by the building principal. Electronic signaling devices include pocket and all similar electronic paging devices.
6. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
7. Using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violent, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct.
8. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
9. Unexcused absenteeism; however, the truancy statutes and board policy will be utilized for chronic and habitual truant.

10. Being a member of or joining or promising to join, or becoming pledged to become a member of, soliciting any other person to join, promise to join, or be pledged to become a member of any public school fraternity, sorority or secret society.
11. Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
12. Engaging in any activity that constitutes an interference with school purposes or an educational function or is disruptive. These grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:
 1. On school grounds before, during, or after school hours and at any other time when the school is being used by a school group.
 2. Off school grounds at a school activity, function, or event.
 3. Traveling to or from school or a school activity, function or event.
 4. Anywhere, if the conduct may reasonably be considered to be a threat or attempted intimidation of a staff member, or an interference with school purposes or an education function.

APPENDIX H SEARCH AND SEIZURE

For the safety and supervision of students in the absence of parent(s)/guardian(s), to maintain discipline and order in schools, and to provide for the health, safety and welfare of students and staff, school authorities are authorized to conduct searches of students and their personal effects, as well as district property.

Students and Their Personal Effects: Certified employees and school administrators may search a student and/or the student's personal effects (e.g., purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there are reasonable grounds for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules.

The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

When feasible, the search should be conducted as follows:

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

Immediately following a search, a written report shall be made by the school authority who conducted the search. The written report shall be submitted to the building principal, where appropriate, and forwarded to the superintendent. The parent(s)/ guardians(s) of the student shall be notified of the search as soon as possible.

School Property: School property, including, but not limited to, desks and lockers, is owned and controlled by the district and may be searched by school authorities at any time. School authorities are authorized to conduct area-wide, general administrative inspections of school property (e.g., searches of all student lockers) without notice to or consent of the student and without a search warrant.

Seizure of Property: If a search produces evidence that the student has violated or is violating the law or the district's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

All requests by an agency or police officials to interview shall be handled according to procedures for the interrogation of students.

APPENDIX I

INSTRUCTIONS FOR HEAD LICE CONTROL

If after an inspection it appears that your child has head lice, please use the following method of treatment before your child returns to school. **ALL MEMBERS OF THE HOUSEHOLD MUST BE TREATED AT THE SAME TIME.**

NIX-We have found that Nix, a cream rinse available over the counter, is the most effective treatment.

A ONE TIME APPLICATION ONLY!

How to use:

1. Shampoo with regular shampoo
2. Rinse and towel dry hair.
3. Apply enough Nix to saturate hair and scalp.
4. Leave Nix on head 10 minutes then rinse with water.

The hair should be combed with a fine-toothed comb afterwards to remove the nits. It has been suggested that nits are easily removed by using your fingernails.

PLEASE NOTE: ALL NITS MUST BE REMOVED!

All combs and brushes should be soaked for an hour in a disinfectant solution. **BE SURE THE COMB YOU USE HAS BEEN TREATED BEFORE COMBING OR REINFESTATION WILL OCCUR.**

Emphasis should be placed on refraining from use of other's combs, brushes, headbands, or other grooming aids. The sharing of caps, wigs, or other head gear should be discouraged. Anything that touches the head should be washed in hot soapy water or dry-cleaned. This includes coats, caps, scarves, etc. If the item cannot be washed or dry-cleaned, place it in a closed plastic bag for ten days.

All clothing and bedding used should be laundered in hot, soapy water or dry-cleaned. The house should be thoroughly vacuumed daily until all cases of head lice have been eliminated (pay particular attention to stuffed furniture, removable cushions, pillows, mattresses and carpeting). Vacuum bags should be disposed of after use. There are sprays available (such as R&C Spray) that can be used on carpets, mattresses, chairs, pillows, upholstered car seats, etc. If a vacuum is not available, efforts should be made to obtain the use of one.

HOW THEY ARE SPREAD

All people, no matter how "nice and clean", are susceptible to infestation with head lice. All a student has to do is come in contact with someone who has them.

Besides person-to-person contact, lice can be transmitted by inanimate objects, such as coats, caps, scarves, hair brushes, combs, towels, bedding, upholstered furniture, upholstered car seats or carpets. The length of a person's hair does not seem to be a factor in susceptibility or in spreading these parasites.

TREATMENT

If at any time you suspect that your child might have head lice, consult your physician or the local health department. Prompt treatment is necessary. However, frequent use of head lice treatment products is not recommended. Misuse of these products can be harmful to the person's health.

IT IS REQUIRED TO HAVE A HEAD CHECK BY THE HEALTH DEPARTMENT AFTER TREATMENT IN ORDER TO RETURN TO SCHOOL ACCORDING TO SCHOOL POLICY. Seeking guidance or questions the Health Department hours are: 8:00 A.M.-4:00 P.M. MONDAY-FRIDAY. Effingham County Health Department (217) 342-9237; Shelby County Health Department (217) 774-9555.

"Parents and students are required to sign the form and return it to the office. This form indicates that the handbook has been received and read."

