

VISITOR CONTROL POLICY

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

STUDENT OBLIGATIONS

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

DISCLAIMER

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

ACADEMIC INFORMATION HOMEBOUND INSTRUCTION:

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

HOMEBOUND PROCEDURES:

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

RETURN TO SCHOOL:

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

ASSIGNMENT MAKE-UP:

It is the responsibility of the individual student to obtain all make-up assignments. If a student is absent due to illness for three days or more, parents can request homework assignments. Parents should request these assignments through the student's counselor. Homework assignments will be available after 2:40 p.m. the day following the homework request (24 hours later). Homework buddy systems are suggested for an absence shorter than three days. Each student is responsible to gather his/her homework for a pre-arranged absence.

REPORT CARD SCHEDULE:

Report cards will be mailed approximately one week after the end of each quarter. The end of quarters for the 2009-2010 school year are as follows (pending inclement weather days):

October 30.....	First Quarter
January 21.....	Second Quarter, First Semester
March 26.....	Third Quarter
June 4.....	Fourth Quarter, Second Semester

HONOR ROLL INFORMATION: (See Course Offering Book for Information)

VALEDICTORIAN AND SALUTATORIAN:

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

TRANSCRIPTS:

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

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

WITHDRAWALS:

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

PUPIL TRANSFER RECORD FORM:

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

COURSES AND GRADING: (See Course Offering Book for Information)

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

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

WELLNESS/PHYSICAL EDUCATION INFORMATION MEDICAL**EXCUSES FROM GYM**

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

PHYSICAL EDUCATION MEDICAL

Students enrolled in Physical Education who suffer a serious injury or illness after the semester begins may earn P.E. credit by following these procedures:

- A. Remain on the teacher's class list.
- B. Complete weekly written work, etc., according to the Physical Education written assignment policy. Learning will be assessed based upon knowledge and understanding indicated through written work.
- C. It is the student's responsibility to turn in written work to their P.E. teacher according to due dates.

PHYSICAL EDUCATION UNIFORM POLICY

1. Regulation uniform
 - A. PE I & II
 1. Regulation St. Charles North High School shirt and shorts
 2. Athletic shoes (soft rubber soles)
 3. Heart Rate Monitor Strap
 - B. All other PE Classes
 1. Athletic clothing that does not inhibit movement
 2. Heart Rate Monitor Strap
 - C. Warm clothing that does not inhibit movement for outdoor activities on cold days
2. Shorts and shirts should have the student's name clearly marked on them.
 1. Failure to dress/participate in class results in a student's inability to be assessed during that class period. This may impact a student's overall grade.
 2. Student has the opportunity to rent a physical education uniform on a per/day basis.
 3. In order to participate in athletic practices and/or competitions, a athlete must participate in his/her PE class.

DRIVER EDUCATION INFORMATION (See Course Offering Book for Information)

STUDENT SERVICES

ID CARD:

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

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

ID RETAKES:

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

LOCKERS:

At the beginning of the school year, each student shall be assigned a locker in which to keep books, lunches, and outdoor clothing. The school will provide locks for the lockers. These are the only acceptable locks to be used – all others will be removed. If the school provided lock is lost a fee will be assessed and a new lock will be supplied from the Deans' Office. All freshmen and sophomores will be required to share a locker.

Students will be assigned another locker in the locker room for physical education. It is the responsibility of pupils to keep lockers locked. The administration and teachers are not responsible for the loss of money or property. Large sums of money and expensive items (i.e. pods, etc.) should never be brought to school.

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

LOCKER SECURITY:

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

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

LOST AND FOUND:

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

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

DISTRIBUTION OF WRITTEN MATERIALS AND PETITIONS:

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

GUIDANCE COUNSELING SERVICES

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

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

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

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

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

Freshman Year

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

Sophomore Year

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

Junior Year

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

Senior Year

On-campus visits by various post-high school institutions, four-year colleges, junior colleges, technical, and military schools.

The Guidance Department supports the general academic program through the yearly development of a student schedule that encourages students to meet their fullest potential in high school while exploring options for the future. In addition, the following programs and services are offered: peer leadership, peer mediation, support groups, individual and family counseling, orientation service for new students, applied study skills, and mentoring. Counseling services are available by appointment or on a "drop-in" basis when necessary.

With the exception of emergency situations and counselor initiated passes, students should schedule appointments during lunch, study hall, and before/after school – not during classes. It is the student's responsibility to make up work missed due to counselor appointments. Students and parents should always feel free to arrange for individual conferences with guidance counselors. The counselors are available to work with students in all areas of adjustment.

The Guidance Department has counselors who aid students in developing their four year high school program in relation to their career goals. Students are assigned counselors alphabetically. The student's counselor name will appear on his/her schedule and all attempts will be made to keep the students with this counselor for his/her four years of high school.

WORK PERMITS

Work permits or Aide Certificates are issued at the high school for students residing in the School District.

Working permits are available and may be obtained from the Main Office. A minimum of two days is needed to process a work permit. Students must provide a certified copy of their birth certificate in order to obtain a work permit.

SPECIAL EDUCATION SERVICES

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

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

Home/Hospital Case Study Regular education students are eligible to receive social work services if an issue is impacting on their ability to derive benefit from their current placement. Home/hospital (tutoring) services are available if a student is anticipated to miss ten or more days of school. Parents of students residing within the district have the right to request a copy of the Rules and Regulations to Govern Special Education. For further information regarding special education, parents are directed to contact their child's building principal.

NOTIFICATION TO PARENTS REGARDING MEDICAID:

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

MEDICAL AND HEALTH INFORMATION AND MEDICATION POLICY

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

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

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

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

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

Returning to school after an illness or injury:

- Extended absences of 5 or more days may require the student to present a doctor's statement of re-admittance to the school nurse.
- Any student returning to school with a cast, crutches or other debilitating injury or illness requiring an activity restriction ***must*** report to the school nurse.
- It is the responsibility of the parent to report any changes in a student's health status that may impact or interfere with the school day learning or activities.
- **Fever:** If a child has a fever, he/she should remain out of school for 24 hours after the temperature

has returned to normal without the use of fever reducing medication.

Medication Policy: A signed, written order from the student's physician must be presented indicating the name of the drug, the dosage, the time the medication is to be given, and any side effects that might be evidenced by the student. Parents must also give written consent. The medication must be in its original pharmacy container, plainly marked with date, student's name, and the name and dosage of medication. This medication is to be left in the nurse's office. Any medication that has expired will not be administered.

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

Public Act 92-0402 allows for the option of self-administration of Epinephrine auto-injector at school, as prescribed by licensed medical personnel for a student at risk of anaphylaxis. If a parent wishes to have the student self-administer the medication, we must have a physician's order on file and a waiver of liability from the parent. These forms are available from the health office at your child's school.

Public Act 92-0402 also allows for the option of self-administration of asthma medication at school. If a parent wishes to have the students self-administer the medication, we must have a physician's order on file and a waiver of liability from the parent. These forms are available from the health office at your child's school.

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

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

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

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

VISITS TO THE NURSE'S OFFICE

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

STUDENT ASSISTANCE AND SUBSTANCE ABUSE PROGRAM

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

STUDENT INSURANCE

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

ASSEMBLIES

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

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

LEARNING RESOURCE CENTER ACCESS

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

ACCESS TO COMPUTERS

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

ON LINE SERVICES AND DATABASES:

Students have access to almost all libraries in Illinois through our inter-library loan system. Students have access to other on-line subscription databases. Check at the main desk for log in.

STUDENT ASSISTANTS

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

BEHAVIOR

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

ACCESS TO TECHNOLOGY OTHER THAN COMPUTERS

Students have access to various types of technology: Camcorders, digital cameras, tape recorders etc. Check at the main desk for details.

TEXTBOOKS

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

- total damage: full replacement cost
- damaged cover: \$10.00 fine
- missing or damaged barcode: \$5.00 fine
- writing in book or on edges: \$5.00 fine
- water damage: full replacement cost
- late return: \$5.00 per item.

The student is responsible to return the textbook to the Bookroom within one day of the end of the semester.

When a student drops a class or withdraws from school, the appropriate book must be returned prior to a change in the schedule.

Authorization for Electronic Network Access

Board Policy: 6:235

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

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

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

TERMS AND CONDITIONS

1. Purpose:

The St. Charles School District 303 technology resources are provided for use by students and staff to assist them in achieving the educational goals and objectives of the district. Resources are to be used for academic and administrative purposes. They are not intended for nonacademic and non-administrative use including, but not limited to, illegal, commercial, political, religious or entertainment purposes. Use of computer and network resources is a privilege, not a right, and inappropriate use could result in cancellation of this privilege or disciplinary action.

2. Acceptable Use: Acceptable use of technology includes:

- a. curricular and co-curricular activities that support district goals and objectives
- b. research consistent with district goals and objectives
- c. communication between staff, students, and local and global communities for the purpose of furthering instructional objectives
- d. development and implementation of curriculum
- e. professional development of staff members
- f. administrative or managerial record-keeping, data access or research

3. Unacceptable Use: Unacceptable use of technology includes, but is not limited to:

- a. participation in any activity which is in violation of federal or state law or District 303 Board Policy
- b. interference with or disruption of computer or network services or equipment
- c. participation in the acquisition, creation or distribution of materials which are obscene or pornographic in nature, or which is discriminatory or derisive to any person or group of persons based upon race, gender, age, disability, or any other characteristic protected by law
- d. participation in the acquisition, creation or distribution of advertising, computer worms or viruses, chain letters or other messages/files that could cause congestion on or failure of any computer equipment or network

- e. making unauthorized entry to any computer, network, files, data base or communications channels
- f. alteration, damage or destruction of any cabling, hardware, software or data
- g. accession, use or possession of unauthorized or illegally obtained hardware, software or data, even if said item(s) may be owned by the user
- h. engagement in activity that does not meet the intended purpose of the network
- i. installation of software by persons other than a District 303 technical employee
- j. unauthorized attempts to disable or to bypass the district's technology protection measures

4. Network Protocol:

Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to:

- a. Use of appropriate, courteous language
- b. Strict non-disclosure of names, personal addresses or phone numbers of students or staff

5. Warranty:

St. Charles School District 303 makes no warranties of any kind, whether expressed or implied, for the service it is providing. St. Charles School District 303 will not be responsible for any damages suffered by the use. This includes the loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own risk. School District 303 specifically denies any responsibility for the accuracy or quality of information obtained through its network services. Electronic e-mail accounts provide by the district are district property and are not guaranteed to be private. System administrators do have access to accounts.

6. Security:

Security on any computer system is a high priority, especially when the system involves many users. Security problems should be reported to an administrator. Attempts to log onto a network as a system administrator or as another user, without that user's written permission, are unacceptable. Any user who is identified as a security risk or who has a history of creating problems on computer systems may be denied access to computer or network resources.

7. Technology Protection Measures:

It is the District's policy to utilize technology protection measures to block or filter internet access to visual depictions which are i) obscene; ii) child pornography or iii) harmful to minors and the District enforces to the operation of such measures during the use of any of its computers. The technology protection measures shall only be disabled for bona fide research or other lawful purposes upon specific request to the Network Administrator.

8. Violations:

- a. Any user who is found in violation of this policy may have his/her network privileges suspended or canceled. In addition, the user may be subject to additional disciplinary action by the administration and/or Board of Education.
- b. Cases involving suspected or alleged criminal acts may be referred to law enforcement authorities.

9. Consent:

Parents may request in writing to the Principal that their child not have access to technology resources.

STUDENT PHOTOGRAPHS/VIDEOS/WORLD WIDE WEB

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

STUDY HALLS

All study halls at St. Charles North High School are formal and designed to be quiet study areas. Students are expected to attend all assigned study halls the same as they would an academic class. They are expected to arrive on time and maintain an academic focus so as not to disrupt others in the room. If a

student wishes to use the LRC during this time, he/she must obtain a pass prior to coming to study hall, check in with the study hall teacher and sign out in the log book. The study hall teachers will not write passes.

SCHOOL DISRUPTION

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

BUS INFORMATION

If a student must change a route, he/she should go to the Dean's Office at least two days before the change should take place.

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

STUDENT PARKING 2009-2010

STUDENT PARKING REGULATIONS

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

RANGE PARKING

The Drivers' Education program will use the range for 3-4 weeks in both the fall and spring semesters. Those dates will be announced. During these times students with passes in the range area will not be allowed to drive to school.

TEMPORARY PARKING PERMITS

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

HANDICAPPED PARKING

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

VIOLATIONS THAT MAY RESULT IN A LOSS OF THE PERMIT

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

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

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

All parking fees are forfeited by the student when privileges are taken away.

STUDENT RIGHTS AND RESPONSIBILITIES

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

NOTICE OF NONDISCRIMINATION

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

DUE PROCESS PROCEDURES FOR PARENTS/GUARDIANS

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

GRIEVANCE

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

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

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

SEARCH AND SEIZURE

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

- outside the view of others, including students,

-in the presence of a school administrator or adult witness,
-by a certificated employee or administrator of the same sex. School property, including but not limited to desks and lockers, is owned and controlled by the District and the District may make reasonable regulations regarding its use.

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

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

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

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

BEHAVIORAL INTERVENTIONS FOR STUDENTS WITH DISABILITIES

Public Act 87-1103 - See next page.

ILLINOIS SCHOOL CODE FOR HEALTH

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

PUBLIC NOTIFICATION REGARDING SECTION 504 OF THE REHABILITATION ACT OF 1973

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

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

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

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

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

PUBLIC NOTIFICATION REGARDING PUBLIC ACT 87-1103 BEHAVIORAL INTERVENTIONS WITH

DISABLED STUDENTS

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

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

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

SOCIAL SECURITY NUMBER DISCLOSURE STATEMENT

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

ACCESS OF STUDENT RECORDS

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

PERMANENT RECORD

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

TEMPORARY RECORD

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

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

Generally, information contained in student records will not be released without the written consent of parents or eligible students. The school shall grant access to information contained in school student records to persons authorized or required by state law, federal law or court order. Also, information will be released without parental consent in connection with an emergency to appropriate persons if the knowledge

of such information is necessary to protect the health and safety of the student or other persons. Parents will be notified as soon as possible of the information released.

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

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

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

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

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

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

The school shall explain to the student and the parent the future usefulness of these records.

A parent or student may not be forced by any person or agency to release information from the temporary record in order to secure any right, privilege or benefit, including employment, credit or insurance.

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

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

DIRECTORY INFORMATION

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

- 1 Identifying information: name, address, gender, grade level, birth date and place, and parents
- 2 Academic awards, degrees, and honor
- 3 Information in relation to school sponsored activities, organizations, and athletics
- 4 Major field of study
- 5 Period of attendance in the school "Directory Information" may be released to the general public, unless a parent requests that any or all such information not be released on his/her child.

DRESS CODE

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

- a. Clothing which is considered to be revealing will not be allowed on any student. Short skirts and high cut shorts will not be allowed. All students must wear clothing that covers the shoulders, back, midriff, hips and lower thighs. Student should not wear halter tops; shirts with spaghetti straps, visible underwear or low cut or strapless tops without a covering shirt.
- b. Clothing which depicts the use of tobacco, alcohol, or illegal substances.
- c. Clothing which depicts graphics or wording with sexual, vulgar, lewd, or indecent meanings or connotations, or clothing which by community standards is indecent for purposes of educational and school activity. Students must be appropriately clothed.
- d. Clothing which identifies one with a gang or with a group whose purpose or effect is to interfere with the operation of the school or school activities or with the safety and security of students and

staff.

- e. Clothing which is usually worn over indoor clothing for protection from outside elements may not be worn during the school day except as required for religious or medical purposes. This would include coats, jackets, caps, hats, scarves, and gloves.
- f. Clothing that may damage school property or be readily used as a weapon. This includes chains, studded bracelets, or necklaces, etc.
- g. Clothing with graphics or wording which depicts violence in any form. The Building Principal, Assistant Principals, and Dean's shall have the authority to temporarily exclude from school any pupil not conforming to the above. School Administration also has the authority to exercise discretion in determining what appropriate attire is.

7:240 HIGH SCHOOL CODE OF CONDUCT STATEMENT OF

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

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

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

Based on the above the following expectations are that:

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

VIOLATION PENALTIES

Once verified through a police report/arrest, dean's referral or a voluntary admission, a conference including the student and parent(s) will be conducted to discuss the infraction with the Athletic Director/Assistant Principal. Non-compliance with the terms specified below shall result in the loss of all extracurricular activities until compliance is completed.

VOLUNTARY ADMISSION CLAUSE

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

CATEGORY "A" VIOLATIONS DEFINITION

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

1ST OFFENSE

The participant will be suspended from 50 percent of scheduled contests/events (this also includes post-season tournaments) and must successfully complete a substance abuse program recognized by the school at the participant's own expense (failure to enroll in, or successfully complete the program will result in loss of eligibility to participate in sports or extra curricular activities). During this period, the participant may practice or attend meetings. If the 50 percent suspension continues past the conclusion of the season, the penalty will be enforced at the beginning of the next season of participation.

The penalty of 50 percent may be reduced to 25 percent if all of the following three (3) conditions are fulfilled:

- 1 The student and parents request, within 5 school days of the violation ruling, that they wish to avail themselves of the "service learning" option.

- 2 Within 6 weeks, the student successfully completes a "service learning" component.
- 3 At the participant's expense, the student successfully completes a school recognized substance abuse program.

2ND OFFENSE

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

3RD OFFENSE

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

CATEGORY "B" VIOLATIONS

DEFINITION

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

1ST OFFENSE

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

2ND OFFENSE

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

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

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

3RD OFFENSE

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

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