

INDIAN CREEK HIGH SCHOOL

STUDENT HANDBOOK

2009-2010



Board of Education
Indian Creek Unit District #425

Charles Foster - President
Vaughn Boehne - Vice-President
Pam Ottengheime – Secretary
Jim Hicks Cheryl Palombo
Jill Konen

School Administration

Pamela Rockwood – Superintendent Sarah Montgomery – Principal

Indian Creek High School Staff

Agriculture	Ms. Kathy Novotney	Physical Education.....	Mr. Paul Muchmore
Art	Mrs. Gloria Tyler	Mrs. Ros Richardson
Business	Mrs. Stephanie Crutcher	Ms. Sarah Keely
.....	Ms. Jennifer Rhodes	Resource Aide	Mrs. Sue Rood
Counselor	Mr. Adam Lindley	Mrs. Carol Peterson
Dean of Students – teacher		Mrs. Simone Johnson
on special assignment	Mr. Duane Farnsworth	Science	Mr. Ken Dawson
Driver Education	Mr. Paul Muchmore	Mr. Ron Jefcik
English	Mrs. Jan Kuntz	Social Science	Mr. Duane Farnsworth
.....	Ms. Jennifer Rhodes	Ms. Sarah Keely
.....	Mrs. Carol Smith	Mr. Andrew Novak
.....	Mrs. Diana Zwinak	Special Education	Mrs. Debra Roberts
Foreign Language	Ms. Molly Punke	Mrs. Robin Sturk
Health	Mrs. Ros Richardson	Mrs. Stephanie Snider
Home Economics	Mrs. Julianne Hogan	Athletic Director.....	Mr. Ehren Mertz
Industrial Technology	Mr. Dave Olson	ICHS Administrative	
Library.....	Mrs. Jane Pace	Assistant	Mrs. Tina Smith
Mathematics	Mr. Dane Bell	Superintendent's	
.....	Mr. Al Connelly	Administrative Assistant...	Mrs. Gail Loes
.....	Mrs. Lisa Fleming		
Music	Mr. John Feken		

**THE MISSION OF THE INDIAN CREEK COMMUNITY UNIT DISTRICT 425
IS TO STRIVE FOR EXCELLENCE IN LEARNING.**

THE INDIAN CREEK COMMUNITY OF LEARNERS BELIEVE:

1. Schools exist for students.
2. All students can learn.
3. Education is everybody's responsibility.
4. A standard of excellence should exist for all.
5. The district strives to create a physically, emotionally, mentally, safe and healthy environment for all.
6. Everyone deserves respect.
7. Adults lead by example: positive role models.
8. Education encourages students to be responsible for developing their academic, social and civic potentials for life-long learning.
9. A broad and flexible curriculum has basic education as a first priority.
10. Effective communication is important.

GENERAL SCHOOL INFORMATION

AUTOMOBILES

Students who use cars and other motor vehicles for transportation to and from school are expected to comply with the laws of the State of Illinois, communities of Indian Creek School District, as well as the rules and regulations of Indian Creek High School. Parents/Guardians and students need to be aware that at times during the school year their vehicle may be searched if it is located on school property. When possible, such searches shall be conducted in the presence of the student. Students should realize that their parents/guardians are responsible for damage that may result from their carelessness. Indian Creek High School is not responsible for any damages done to a student's vehicle while parked on Indian Creek CUSD #425 property.

1. Students will park their motor vehicles in the numbered spaces in the parking lot behind the high school building. Students are not allowed to park at Shabbona Elementary or at the Bus Barn. These numbered spaces will correspond to the number listed on the Parking Permit Tag. (A Parking Permit Tag must be purchased through the main office in order for a student to be eligible to park on campus. The cost of the Parking Permit Tag is determined by the Board of Education) A Parking Permit Tag may be shared with another student. However, if a disciplinary action regards a particular Parking Tag, all drivers who share or make use of that tag will forfeit use of the on-campus parking space during the length of the disciplinary action. Again, please be reminded that a student may park his/her registered vehicle in the specific numbered space ONLY.
2. Speed limit in the parking lot is 5 miles per hour.
3. All vehicles must be registered in the Main Office.
4. Students are to vacate their vehicles immediately upon arrival, and not sit in them at anytime during the school day.
5. Students are to use the West entrance to the school campus only. The drive between the high school and Shabbona Elementary is NOT to be used under any circumstances!
6. Students gain eligibility to park on-campus through a merit-based process that considers both their academic record (grades) and accumulated disciplinary infractions. The first opportunity to park on-campus will be provided to senior-level students followed by junior-level students.

Violations of the above will result in the loss of driving privileges, other disciplinary action, or both. Please refer to the section entitled, "Discipline Guidelines" for specific disciplinary responses regarding violations of driving and parking rules at Indian Creek High School.

BUS CONDUCT

All students must follow the District's School Bus Safety Guidelines. Gross Disobedience or misconduct providing grounds for suspension from

riding the school bus include:

- a. Prohibited student conduct as defined in the Board Policy 7.190, *Student Discipline*.
- b. Willful injury or threat of injury to a bus driver or to another rider.
- c. Willful and/or repeated defacement of the bus.
- d. Repeated use of profanity.
- e. Repeated willful disobedience of the bus driver's or other supervisor's directives.
- f. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

CORPORAL PUNISHMENT AND USE OF ISOLATED TIME-OUT AND PHYSICAL RESTRAINT

Corporal punishment is not used within Indian Creek Community Unit School District #425. However, faculty and staff members may employ prudent measures in line with actions that any person acting in a reasonable manner might take in dealing with students.

Isolated time-out and physical restraint shall be used only as a means of maintaining discipline in schools (that is, as a means of maintaining a safe and orderly environment for learning) and only to the extent that they are necessary to preserve the safety of students and others. Neither isolated time-out nor physical restraint shall be used in administering discipline to individual students, that is, as a form of punishment.

EQUAL ACCESS

Student groups, clubs, or organizations that are not school sponsored or directed may meet on school premises provided that their meeting fulfills all of the following conditions:

1. The meeting is held during those non-instructional times identified by the Superintendent or designee for non-curricular student groups, clubs, or organizations to meet. "Non-instructional time" means time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends. "Non-curricular student groups" are those student groups, clubs, or organizations that do not directly relate to the curriculum.
2. The meeting is student-initiated, meaning that the request is made by the student(s).
3. Attendance at the meeting is voluntary.
4. The school will not sponsor the meeting.
5. School employees are present at religious meetings only in a non-participatory capacity.

6. The meeting and/or any activities during the meeting do not materially or substantially interfere with the orderly conduct of educational activities.
7. Non-school persons do not direct, conduct, or control, or regularly attend the meetings.
8. The school retains its authority to maintain order and discipline.
9. All non-curriculum related student groups that are not District sponsored receive substantially the same treatment.
10. The Superintendent or designee approves the meetings or series of meetings.

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 or mental handicap or disability, status as homeless, or actual or potential marital or parental status, including pregnancy. 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, except that the District remains viewpoint neutral when granting access to school facilities under Board Policy 8:20, *Community Use of School Facilities*. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

Sex Equity

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 extracurricular 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).

FIELD TRIPS

When field trips are taken by a class, students will be required to obtain parental/guardian permission prior to the excursion. Students will be required to take school transportation and will not be allowed under any circumstances to take their own transportation on the trip. Students should remember that their conduct and behavior reflects on the school and community. The school expects students on field trips to conduct themselves in a mature and adult manner so as not to embarrass the school, the teacher, themselves or other students on the trip. Whenever entrance fees, food, lodging, or other costs are involved, these costs shall be assumed by the student unless otherwise stipulated by the Board of Education, provided that no student shall be excluded from any field trip because of a lack of funds. On all field trips, a bus fee to be set by the Superintendent may be charged to help defray the cost

of transportation.

GOOD NIGHT RULE

All students should become familiar with the 'Good Night Rule.' Once a student comes to an activity sponsored by the School (athletic event, dance, etc.), he/she is to stay at the event until he/she plans to leave the school property. Students who leave the building or event WILL NOT be re-admitted. In addition, if the event sponsor (s) and/or chaperon (s) suspects alcohol or other drug use at the event, the sponsor has the right to call the law authorities and/or parents/guardians and correct the situation as best as possible.

HEALTH EXAMINATIONS, IMMUNIZATIONS, AND EXCLUSION OF STUDENTS

A student's parent(s)/guardian(s) shall present proof that the student was examined by a licensed physician and received the immunizations against, and screening for, preventable communicable diseases as required by the Department of Public Health rules:

- Within one year before entering kindergarten or the first grade;
- Upon entering the sixth or ninth grades; and
- Whenever a student first enrolls in a District school, regardless of the student's grade.

Parent(s)/guardian(s) are encouraged to have their child undergo a dental examination whenever health examinations are required.

Unless the student is homeless, failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school district. If a medical reason exists to cause a conflict with the October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations. 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 explaining the objection. A student may be exempted from the health examination or immunizations on medical grounds if a physician provides written verification.

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. Board policy 6.140,

Education of Homeless Children, governs the enrollment of homeless children.

HOMELESS CHILDREN

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State law. The Superintendent or designee shall give special attention to ensuring enrollment and attendance of homeless children and youths who are not currently attending school. The Superintendent shall appoint a Liaison for Homeless Children.

INTERROGATIONS/INTERVIEWS – POLICE AND AGENCY

In response to incidents that occur at school and/or in the community, it may be deemed necessary by outside officials (such as members of the police or employees of the Illinois Department of Children and Family Services) to interview a student at Indian Creek High School. In those situations, the following procedures would apply:

Interrogation/Interview by Police

- a. The Building Principal will check the police officer's credentials and any legal papers such as warrants for arrest, search warrants, or subpoenas to be served.
- b. The Building Principal will attempt to contact the student's parent(s)/guardian(s) if possible, and inform them that the student is subject to an interview. In extreme emergency situations, DCFS employees, law enforcement personnel, or treating physicians may, in effecting temporary protective custody, request that the District not notify parents/guardians until the child's safety is ensured. The Building Principal should ask that such a request be put into writing. The parent(s)/guardian(s) will be given the opportunity to be present and be represented by legal counsel at their own expense. Interviews of minor students without permission of the parent(s)/guardian(s) is not permitted unless a legal process is presented or in emergency situations.
- c. Interviews will be conducted in a private setting. If the parent(s)/guardian(s) are absent, the Building Principal and one other adult witness,

selected by the Building Principal, will be present during the interview.

- d. Interview proceedings will be documented in writing for inclusion in the student's temporary records.
- e. No minor student shall be removed from the school by a police officer without the consent of a parent(s)/guardian (s), except upon service of a valid warrant of arrest or in cases of warrant less temporary protective custody.

Interrogation/Interview by the Illinois Department of Children and Family Services (DCFS)

- a. The Building Principal will check the agent's credentials and any papers pertaining to a legal process. Copies will be made of any papers and documentation of the visit.
- b. The Building Principal will attempt to contact the student's parent(s)/guardian(s) and inform them that the student is subject to an interview, if appropriate.
- c. If the DCFS agent does not want a parent (s)/guardian(s) present or notified during the interview, this stipulation should be made in writing and signed by the DCFS agent.
- d. Interviews will be conducted in a private setting. If the parent(s)/guardian (s) are absent, the Building Principal and one other adult witness, a member of the District staff, will be present during the interview.
- e. The student may be removed from the school by the DCFS agent if case circumstances warrant. A local law enforcement agency officer, designated DCFS employee, or a physician treating a child may take or retain temporary protective custody of the child without the consent of the person responsible for the child's welfare, if (1) he or she has reason to believe that the child's circumstances or conditions are such that continuing in his or her place of residence or in the care and custody of the person responsible for the child's welfare presents an imminent danger to that child's life or health; (2) the person responsible for the child's welfare is unavailable or has been asked and does not consent to the child's removal from his or her custody; and (3) there is not time to apply for a court order under the Juvenile Court Act for temporary custody of the child. The person taking or retaining a child in temporary protective custody shall immediately make every reasonable effort to notify the person responsible for the child's welfare and shall immediately notify the Department.

LOCKERS

Each student will be assigned a locker. All students are to use the locker assigned to them and should not share the locker or the locker combination with other students. Each locker is provided with a permanently attached combination lock. Students are expected to care for and maintain their lockers. Faulty lockers should be reported to the Main Office immediately. Lockers remain the property of Indian Creek High School at all

times and the school reserves the right to inspect and search these lockers at any time. Objectionable materials or material that may not be easily removed or that violate student handbook policies regarding appropriate behavior and treatment of others will not be tolerated to be displayed anywhere within the school building. Students will be assessed a fee to cover the cost of necessary cleaning or repairs.

When administration feels it is necessary, they may call for assistance from law enforcement officials to conduct reasonable searches, which may include the use of specially trained dogs, and the search of school grounds, including vehicles and student lockers for alcohol and/or other drugs.

It is the responsibility of the student to observe the following:

1. Lock your lockers!
2. Do not pre-set the lock on your locker!
3. Do not allow others to use your locker or give out your combination.
4. If you have a problem with your locker, contact the Main Office to correct the problem.
5. Any damage to your locker or locks will be dealt with by the Principal. It will be assumed that you damaged the locker unless you can prove otherwise. Cost of the repairs needed will be the responsibility of the student. If the student fails to cover the cost of the damage, such items as report cards, transcripts, etc. will be withheld by the school.
6. If you feel that an item may be stolen from your locker, do not bring it to school. If it is important to have the item in the building, bring it to the office for safekeeping. If you bring money or an item of high monetary value to school, you may deposit the money/item in the main office for purposes of safekeeping.

MEDICINES ADMINISTERED TO STUDENTS

The fact that school districts are charged with the responsibility of their students' welfare and safety makes it clear that school employees must in an emergency situation give first aid medication if necessary.

Medication that is not necessary to retard a serious medical problem, but is necessary for the comfort and convenience of the child (such as allergies, common cold, headache, etc.) while at school may be administered under the following proper restraints:

1. A written request from the parent or guardian of the child must be sent to the school office and include the following information:
 - a. name of medication
 - b. reason for the medication
 - c. amount and length of time to be taken
 - d. any side effects of the medication
2. Medication must be brought to school in an appropriately labeled container from the pharmacy or doctor.
3. Medication will be kept in a locked container in the school office.

4. Medication shall be taken under the supervision of the school administrator or their designee, or the school nurse.

Medication which is taken by a child on a daily basis, such as insulin or for the control of diseases, should be the responsibility of the parents/guardians. If at all possible, parents/guardians should administer medicine at home. Three-times-a-day medication should try to be given at breakfast, after school and at bedtime when possible. If medication must be taken at school for a period longer than ten (10) days, the following procedures must be followed:

1. A written request from parents/guardians
2. A written order from the doctor prescribing the medication which would indicate:
 - a. name and dosage of medication
 - b. Condition requiring medication
 - c. Side effects of medication
 - d. Any special instruction
3. The medication must be sent in an appropriately marked container from the pharmacy or the doctor.
4. Medication will be kept in a locked container in the school office.
5. Medication shall be taken under the supervision of the school administrator or their designee or the school nurse.

The school district retains the discretion to reject requests for the administration of medicines.

Illinois State law requires all children in the sixth grade to have a dental examination and form completed by a licensed dentist on file in the school by May 15 of that school year.

PHYSICAL EDUCATION

Absences

Physical Education is required by the State of Illinois and Indian Creek High School. Students enrolled are expected to be in attendance each day unless they present to their teacher a physician's medical excuse. Students who are frequently absent from P.E. class and reach an excessive number of absences, pursuant to the 10-day Rule, will begin to lose credit. Students are reminded that State of Illinois graduation requirements mandate a passing grade for four years in physical education. Students not in attendance and who fail physical education will not meet graduation requirements.

Excuses

Students who are unable to participate in Physical Education for more than a three (3) day period due to a medical reason must present to their Physical Education teacher a physician's note excusing that particular student. The note will also be placed in the student's file. A note from a parent/guardian will only excuse that student for a three (3) day period. This will be permitted only once during a semester quarter.

Dressing Policy

All students are expected to participate in Physical Education to the best of their ability and in order to do

so each student may be properly dressed in the appropriate Indian Creek High School Physical Education uniform. Proper dress is part of the physical education grade! PLEASE NOTE: A student who accumulates three (3) no-dresses for a particular quarter of the school year will receive a failing grade (F) for that particular quarter. A student who accumulates six (6) no-dresses for a particular semester of a school year will receive a failing grade (F) for that particular semester. At the time that a student receives a no dress to a specific Physical Education class, he/she will be given the opportunity to delete that no dress from his/her record by meeting with the teacher and writing a paper on an approved topic in Physical Education. It is the responsibility of the student to arrange for the writing of this paper. In addition, the paper (properly completed) must be submitted at the time of the next meeting of that particular Physical Education class in order for the student to receive credit for the assignment and for the no dress to be deleted from the student's attendance record.

P.E. Uniforms

P.E. shirts are required attire for Physical Education classes. These shirts are sold in the high school Main Office. Black shorts (with no writing or graphics on them) are also required attire. A portion of the student's grade will be based on the wearing of Physical Education uniforms. A separate pair of shoes will also be required to be worn only on the gym floor.

Supplies

Each student is supplied with a combination lock for his/her P.E. locker. The student is responsible for keeping it locked at all times and for not sharing the combination with other students. Items stolen are the responsibility of the student and not Indian Creek High School. Locks are collected at the end of the school year and if the lock is not returned by the student that it is signed out to, a replacement fee of \$5.00 will be charged to the student. No personal locks on the lockers will be allowed. Each student is to furnish his/her own towel, gym shoes, socks and uniform.

Injuries

All injuries, no matter how small, must be reported immediately to the Physical Education instructor in order to obtain proper care and to allow for insurance claims if the injury needs professional medical attention. The Physical Education teacher will fill out the appropriate accident reports and places them in the student's file.

Physical Education Excuses/Exemptions

In order to be excused from participation in physical education, a student must present an excuse from his/her parent/guardian or from a person licensed under the Medical Practice act. The excuse may be based on medical or religious prohibitions. State law prohibits a school board from honoring parental/guardian excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Special activities in physical education will be provided for students whose physical or emotional condition, as

determined by a person licensed under the Medical Practice Act, prevents their participation in the physical education courses. Once a student is again medically eligible to participate in physical education, he/she must present written verification as such from a person licensed under the Medical Practice Act.

PUBLICATIONS – (Written or Electronic Materials)

School-Sponsored Publications and Web Sites

School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

Non-School Sponsored Publications and Web Sites Accessed or Distributed At School

Students are prohibited from accessing and/or distributing at school any written or electronic material, including material from the Internet:

That will cause substantial disruption of the proper and orderly operation of the school or school activities.

That violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;

That is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent or vulgar language;

That is primarily intended for the immediate solicitation of funds; or

That, in elementary and/or middle school, is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such outside source so long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the School District.

Accessing or distributing "at school" includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and

misconduct and may be disciplined for (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

MATERIALS & DISTRIBUTION OF MATERIALS

Except for authorized instructional materials, literature or materials of any kind shall not be distributed to District 425 students on the school grounds or within the school building without specific prior approval of the Superintendent and/or Principal.

RECIPROCAL REPORTING BETWEEN SCHOOL AND POLICE OFFICIALS

The Building Principal and/or the Police Department School Liaison officer will arrange meetings as needed between school officials and individuals representing law enforcement to share information.

The Police Department School Liaison Officer and the School Principal will verbally report to each other the following activities when committed by a student enrolled in the principal's school:

- Unlawful use of weapons under Section 24-1 of the Criminal Code of 1961
- A violation of the Illinois Controlled Substances Act
- A violation of the Cannabis Control Act
- A forcible felony as defined in Section 2-8 of the Criminal Code of 1961
- A violation of the Methamphetamine Control and Community Protection Act
- A violation of driving under the influence of alcohol or a controlled substance
- A violation of possessing alcohol or a controlled substance

The reporter should identify the student by name and describe the circumstances of the alleged criminal activity. Local law enforcement officials must certify in writing that the information received from the school will not be disclosed to any other party except as provided by State law without the prior written consent of the student's parent(s)/guardian(s).

The report should be made as soon as possible after the Liaison Officer or Building Principal reasonably suspects that a student is involved in such activity.

The Building Principal's duty to report such activity arises only when the activity occurs on school property or off school grounds at a school-related function.

The State's Attorney shall provide to the Building Principal a copy of any delinquency dispositional order concerning any student regardless of age where a crime would be a felony if committed by an adult, or was a Class A misdemeanor in violation of Section 24-1, 24-3, 24-3.1, or 24.5 of the Criminal Code (weapon offenses).

Local law enforcement shall provide a copy of all arrest records, and the State's Attorney shall provide a copy of all conviction records, to the Building Principal if the

record involves a student who is arrested or taken into custody after his/her 17th birthday.

RESIDENCE

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent/guardian shall complete a signed statement stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. In addition, the child's natural or adoptive parent/guardian, if available, shall complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

- Non-resident students may not attend District schools.
- Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. Board Policy 6:140, Education of Homeless Children, and its implementing administrative procedures; govern the enrollment of homeless children.
- If the Superintendent or designee determines that a student attending school on a tuition-free basis is a non-resident of the District for whom tuition is required to be charged, he or she on behalf of the Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by The School Code.

SEARCH AND SEIZURE

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

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

School authorities may inspect and search school property and equipment owned or controlled by the

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

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

Students

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

When feasible, the search should be conducted, 1) outside the view of others, including students; 2) In the presence of a school administrator or adult witness, and 3) By a certificated employee or liaison police officer of the same sex as the student.

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

Seizure of Property

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

SMOKE FREE BUILDING AND GROUNDS

Indian Creek High School has been designated smoke free by District #425 Board of Education and the State of Illinois law. No smoking will be allowed within the school building or on school grounds. This includes tobacco products such as cigarettes, cigars, pipes, chewing and snuff.

SPECIAL EDUCATION (EDUCATION OF CHILDREN WITH DISABILITIES)

The District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term, "child with disabilities" as

used in this policy means children between the ages of 3 and 21 for whom it is determined through definitions and procedures described in the *Illinois Rules and Regulations to Govern the Organization and Administration for Special Education*, that special education services are needed.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's Rules and Regulations to Govern the Administration of Special education. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parents(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), and representation by counsel, and a review procedure.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the school District in fulfilling its obligations to the District's disabled students.

If necessary, students may also be placed in nonpublic special education programs or education facilities.

STUDENT RECORDS

Parent/Guardian Notification

District 425 keeps records of its students in two files: a permanent record file and a temporary record file. Records are kept in compliance with the Family Educational Rights and Privacy Act of 1974 and the Illinois School Student Record Act of 1975. Procedures as outlined in the Rules and Regulations to Govern School Student Records are as follows:

Definition of Student Records

Student records refer to any written and recorded information, maintained by the district, which a student may be individually identified. Information maintained by a staff member for personal use is not considered a part of the student record. The student records consist of a permanent record and a temporary record which are described below:

Student Permanent Record

The student's permanent record is as follows:

1. Shall consist of:
 - a. basic identifying information, including students and parents/guardians names and addresses, birth date and place, and gender;
 - b. academic transcript, including grades, graduation date, grade level achieved;
 - c. attendance record
 - d. report cards
 - e. accident reports and health record
 - f. record of release of permanent record information
2. May also consist of:
 - a. Honors and award received
 - b. Information concerning participation in school sponsored activities or athletics, or offices held in school sponsored organizations
3. No other information shall be placed in the student permanent record. The permanent record shall be maintained for at least sixty (60) years after the student has graduated, withdrawn, or transferred from the District.

Student Temporary Record

The student's temporary record consists of all information not required to be in the student's permanent record and may include:

1. Family background information
2. Intelligence scores, group and individual
3. Aptitude test scores
4. Reports of psychological evaluations including information on intelligence, personality and academic information obtained through test administration, observation, or interviews.
5. Elementary and secondary achievement level test results.
6. Participation in extra-curricular activities including any offices held in school sponsored clubs or organizations.
7. Honors and awards received
8. Teacher and anecdotal records
9. Disciplinary information
10. Special education files including the reports of the multidisciplinary staffing on which placement or no placement was based, and all records and tape recordings relating to special education placement hearings and appeals.
11. Any verified reports or information from noneducational persons, agencies, or organizations.
12. Other verified information of clear relevance to the education of the student.
13. Record of release of temporary record information.

Information in this record shall reference authorship and date. Temporary records shall be reviewed at least every four (4) years, or upon a student's change in attendance centers, whichever occurs first, to verify entries and to correct inaccurate information.

The district shall maintain the student's temporary record during the period of usefulness to the school and the student, but in no case longer than five (5) years after the student has transferred, graduated or

permanently withdrawn from the District. However, the District may maintain indefinitely, anonymous information for authorized research and planning.

The building principal shall be responsible for the maintenance, retention, or destruction of a student's permanent or temporary records in accordance with the District's established procedure.

No student record shall be destroyed unless the written approval of the appropriate Local Records Commission is first obtained. Prior to expunging and destroying students' permanent and temporary records, the District shall notify the students' parents/guardians and the student s of its impending action. A thirty (30) day notice shall be given in the local newspaper, as well as a notice sent home with each student.

The parents/guardians or student shall be given an opportunity, within the thirty (30) day period, to copy the record and information proposed to be destroyed or deleted.

In the case of the handicapped student who graduates or permanently withdraws from the District, temporary records which may be of continued assistance to the student may, after five (5) years, be transferred to the parents/guardians or to the student, if the student has succeeded to the rights of the parents/guardians.

The content of the transferred records may relate to the diagnosis and remediation of the student's handicapping condition. The District's appropriate student personnel services worker may give an explanation of the usefulness of the records to the parents/guardians or student.

The Superintendent shall be responsible for designating a records custodian who shall maintain student permanent records. The Superintendent or his designee shall be responsible for informing staff members of this policy.

Inspection of Student Records

1. Parents/guardians have the right to inspect, challenge and copy their child's records until one of the following events occurs: (a) the student attains 21 years of age or (b) the student attains 18 years of age and declares financial independence.
2. All students have the right to inspect, copy, and release their permanent record. Students will not have access to their temporary records without parent/guardian permission until they: (a) attain 18 years of age or (b) graduate or (c) assume financial independence.
3. Student records will be made available to parents/guardians or eligible students within fifteen (15) days from the time a written request is received.
4. When parents/guardians or students inspect the records, a qualified staff member will be present to interpret the information contained in these records.
5. Copies of student records will be provided to eligible parents/guardians and students upon request. The school may charge a cost not to

exceed \$.35 per page.

6. Non custodial parents have the same rights as custodial parents unless specifically denied by a court order.
7. No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the School Student Record Act.

Right To Control, Access of Student Records

District 425 will release Student Records to an official records custodian of another school in which the student has enrolled or intends to enroll. The official or student must make a written request to release the records.

Parents/guardians will receive prior written notice of the nature and substance of the information to be transferred. They may, on written request, inspect, copy, and challenge such information. If parents/guardians do not respond, within ten (10) days, the notice of their right to inspect, copy, challenge information to be transferred to another school, the records will be forwarded to the requesting school.

Access to Records Without Parent/Guardian Consent

1. District 425 staff members who have a current and legitimate educational interest in the student records will have access to a student's permanent and temporary record.
2. School officials will release student records without parent/guardian permission pursuant to a valid court order or subpoena presented by local, state or federal officials. However, school officials will notify parent/guardian in writing regarding the judicial order and the information so provided.
3. Student records may be made available to researchers for statistical purposes provided that a.) permission has been received from the State Superintendent of Education; b.) no student or parent/guardian will be personally identified from the information released.
4. Information may be released to appropriate persons if such information is necessary to protect the health or safety of the students or other persons.
5. Student records may be released to the Dekalb County Special Education Association (DCSEA). This could include psychological, social, and medical information of a highly confidential nature.
6. Records of the sixth grade students entering ICMS will be sent from the two elementary schools in the District. This transfer of records will be completed by July 1, following the completion of the grade.
7. School directory information may be released at the District's discretion unless a parent/guardian requests in writing that any or all such information should not be released. Directory information includes:

- a. Student name, address, gender, grade, birth date and place, parent/guardian name and address
- b. Academic awards or honors
- c. Information in relation to school sponsored activities, organizations and athletics
- d. Periods of attendance in school

Challenge Procedures

1. Parents/Guardians have the right to challenge the accuracy, relevance or propriety of any entry in their child's records, exclusive of grades.
2. A request to challenge the contents of a student's record must be made in writing to the school's official records custodian and must state in specific terms what entries in the child's record are being challenged.
3. The records custodian will conduct an informal conference with the parents/guardians within fifteen (15) school days of the receipt of the written challenge.
4. If the challenge is not resolved by the informal conference, formal procedures may be initiated in accordance with Rules and Regulations to Govern School Student Records, Article IX, Sections 9.03 and 9.04.

STUDENT WELFARE AND SUPPORT SERVICES

The following services may be provided by the school district:

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

STUDENT WELFARE – HARASSMENT AND SEXUAL HARASSMENT

Harassment of Students Prohibited

No person, including a District employee or agent, or student, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing or intimidating conduct whether verbal, physical, or visual that affects tangible benefits of education, that unreasonable 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, or wearing or possessing items depicting or implying hatred or

prejudice of one of the characteristics stated above.

Complaints of harassment or intimidation are handled according to the provisions on sexual harassment below.

Sexual Harassment Prohibited

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

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

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

Students, who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss with the mater with the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or the Dean of Students. Students may choose to report to a person of a student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make god faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

VEHICLE SEARCHES

Student use of the school parking space is a privilege, which may be limited, based on objective considerations, i.e. parking lot space and may be revoked for abuse of the privilege, not enough parking spaces in lot, or other disciplinary reasons.

Parking space privileges may be allotted on first-come

basis. Students granted parking privileges must comply with all regulations relating to parking on school premises as determined by Administration.

A student's application for parking space privileges shall constitute a consent by the student for school officials to search the student's vehicle while it is located on school property as part of any investigation of suspected violations of school rules. Students and parents/guardians shall be required to sign an express consent for such searches prior to being granted parking privileges for any school year. Notice of such consent shall extend to any vehicle used by the student, regardless of vehicle ownership.

School officials or law enforcement officials at the request of school officials may search any vehicle brought onto school premises by any student with parking privileges. Where possible, such searches shall be conducted in the presence of the student. A student's failure to cooperate with such a search will result in the revocation of parking privileges, as well as other appropriate discipline.

School officials or law enforcement officials at the request of school officials may search vehicles brought onto school premises by any student or friend of a student without parking privileges with the express consent of the student or based upon a reasonable suspicion that such search may produce evidence that a school rule or state/federal statute has been violated.

When a student without parking privileges brings a vehicle onto school premises, that vehicle may be towed off school premises at the expense of the student's parents and/or guardians, subject only to a reasonable initial attempt to have the student remove the vehicle. Students parking vehicles on school premises without parking privileges shall be subject to appropriate discipline even if the vehicle is promptly removed.

VISITOR POLICY

As required by the School Code of Illinois, all visitors must report directly to the main office to be recognized and to obtain a Visitor's Pass. Visitors who do not comply with this regulation may be prosecuted for trespassing.

Parents/Guardians are encouraged to be actively involved in their child's education. The administration and teachers welcome parents/guardians to visit the buildings and classes. Appointments for such visits are a courtesy to the staff and will result in less disruption to the educational program.

Students not enrolled at Indian Creek High School will not be permitted to visit classrooms while school is in session. Educational visits will be permitted at the discretion of the building principal.

Non-Indian Creek High School guests attending dances and social events must be 20 years old or younger.

ATTENDANCE

PHILOSOPHY

Attendance and academic performance are closely related. Regular attendance is essential if the student is to gain from instruction. All students are expected to attend school regularly and to be on time for class in order to benefit to the fullest from the instructional program. Illinois has a compulsory attendance law requiring high school students to remain in school until the end of the school term of their seventeenth (17th) birthday. Illinois School code (section 26-1) states: Whoever has custody or control of a child between the ages of 7 and 17 years shall cause such child to attend some public school within the district wherein the child resides the entire time it is in session during the regular school year. The same statute further requires that the student over the age of 17 who enrolls in a public school is to maintain regular attendance. In case of truancy, excessive absences, or dropouts, the parents/guardians of Indian Creek High School students will be notified. The administration may issue penalties for poor attendance. This will be followed by proper notification to the Regional Superintendent of Schools, the DeKalb County Truant Officer, or other appropriate personnel. Indian Valley Vocational Center is an extension of Indian Creek High School and all attendance policies apply.

ATTENDANCE POLICIES

Please be aware of the following policies about the attendance of your student:

1. Administration determines if any absences are excused or unexcused.
2. The only excused absences allowed by Illinois School Code are: illness, family emergency, religious holiday, religious instruction and death in the family.
3. A student cannot participate in any school activity if absent from school during the day unless the absence for the medical/dental appointment is verified by a doctor's note or the absence is for an emergency issue (The emergency issue must receive approval from the administration).
4. A school-sponsored field/activity trip is considered a school day, and the student is eligible to participate in extra-curricular activities.
5. Absences due to oversleeping, work, missed school bus, and other preventable situations are considered unexcused.
6. For medical/dental appointments, your student needs to bring in a note from a parent/guardian in the morning to get an early dismissal slip and then will need to bring back verification of the appointment when he/she returns to school. Students need to sign out in the main office before leaving and sign in upon returning to the building.
7. A student will not be allowed to leave the campus for any reason unless an approved parent/guardian emergency contact has been notified and approval given to the school district.
8. Students who do not get their absence excused may lose out on awards, recognition, etc. from

either the school district or outside agencies. It is the responsibility of the student and their parents/guardians to get all absences excused with either a written note and/or a telephone call to the main office as soon as the student returns to school following their absence.

9. A student cannot attend an after-school activity or event if: 1) He/she has been absent during the school day for three periods or more (Other than for a verified physician's/dental appointment or for an emergency situation as determined by the administration of the high school); 2) He/she is absent from school on that specific day due to a suspension from school.

CLOSED CAMPUS POLICY

Indian Creek High School has a closed campus. Before a student can leave the building or campus for any reason, he/she **MUST** have permission from the Main office and sign out before leaving and sign in upon returning. Students may not go to their vehicles in the parking lot unless given permission by their supervising teacher and/or staff member.

Students during lunch hour are asked to stay in the lunchroom, or an area as directed by the lunchroom supervisor. Students are not permitted to go to their hall locker during lunch unless permission is obtained from the lunchroom supervisor.

COLLEGE VISITATION AND JOB INTERVIEWS

Seniors or Juniors may be excused for college visitations or job interviews during the course of the school year. These absences must be pre-arranged. If at all possible, these activities should be scheduled during non-school time whenever possible. Students should understand the following procedures:

1. The visit must be a pre-arranged excuse. A written note from your parent/guardian indicating your intent must be presented to the office.
2. If the student is involved in an extra-curricular activity on the day they are absent, they **CANNOT** participate in that activity! This also includes practice!
3. Students are reminded that these absences count toward the 10-day absence rule.

PROCEDURES TO FOLLOW IF YOU ARE ABSENT FROM SCHOOL

1. A parent/guardian will need to call the office at (815) 824-2197 after 7:45 a.m. when it will be necessary for your student to be absent.
2. If you did not call the Main Office to excuse the absence, send a note with your student on the next day of their attendance and present it to the Main Office Personnel.
3. Students not called in as absent or who were unable to bring in a note from home after the absence will be given two (2) days to bring in an absence note from the parent or guardian. If a note is not brought in, the absence will be recorded as

an unexcused absence.

4. Parents/Guardians, who would like to have their student's homework, must notify the Main Office before 9:00 a.m. Assignments may be picked up at the end of the school day. Any request made after 9:00 a.m. may result in a delay of getting the homework to you.

10-DAY RULE

The 10-Day Rule states that after 10 days of absence per SCHOOL YEAR, pre-arranged vacations, or other absences, the student MUST present a physician's excuse for the absence to be excused. If the absence has been excused with a doctor's note, the absence will not count as one of the ten days. Other absences will be considered unexcused and all work on days of absence will be graded as a zero (0). Parents/Guardians cannot excuse an absence for their student after 10 days of absences.

Any absences in excess of ten (10) days, without valid cause, will result in an unexcused absence and/or loss of credit for that day. Valid Cause for absence shall be illness with a physician's excuse, observance of a religious holiday, death in the immediate family, and/or family emergency. Family emergency shall include such other situations beyond the control of the student as determined by the principal, or such other circumstances which cause reasonable concern to the parent/guardian for the safety and/or health of the student.

Beginning with the 2008-2009 school year, excessive tardiness to class will be counted toward a student's accumulated absence record. For every three tardies that a student registers to a single class period, those tardies will be combined to count as an unexcused absence to that class. Please note that the student will still be held accountable for appropriate disciplinary actions as listed in the school's tardy policy.

MAKE-UP WORK

A student may complete make-up work as follows:

- When a student has an excused absence from school, he/she will have 24 hours per day(s) of absence to complete the appropriate make-up work assignments. Thus, a student who is absent on a Tuesday and returns to school on Wednesday, must have Tuesday's make-up work completed and submitted for grading by Thursday morning.
- Make-up work may not be provided to a student who has had several days of advance notification regarding the due date of an assignment. For example, Student A has a vocabulary assignment due each Friday. Student A is in class on Monday and Wednesday, but is absent from school on Thursday. When Student A returns to school on Friday, he/she may not be provided with an extra school day in order to complete the vocabulary assignment. The assignment may still be due on Friday.
- Some departments have set due dates for

particular assignments that may not be altered under most circumstances. For example, the English Department has determined exacting standards for the submissions of book critiques. The due date for a book critique is expected to be met, even if the student is ill from school on the due date. In the case of the above example, other arrangements for submitting the book critique on the expected due date may need to be made by the student and his/her parent(s) or guardian(s).

- Unexcused Absences: When a student purposely skips a class or participates in an unexcused absence from a class, the student will be denied the opportunity to complete the assignment for that specific class period and day.

PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

Students, who are ill and miss any portion of the school day, will not be allowed to participate in extra-curricular activities on that day. Students involved in emergency situations will have their particular cases reviewed by the Principal. Students who have medical/dental appointments will be allowed to attend those appointments and still participate in extra-curricular activities.

PROGRAMS FOR STUDENTS WHO ARE AT-RISK OF DROPPING OUT OF SCHOOL

The superintendent or designee shall develop, maintain, and supervise a program for students at risk of academic failure or dropping out of school. The program shall include education and support services that address individual learning styles, career development, and social needs, and may include:

- Parent/Guardian-teacher conferences
- Counseling services by social workers
- Counseling services by psychologists
- Psychological testing
- Truants' alternative and optional education programs
- Alternative school placement
- Community agency services
- Alternative Learning opportunities Program, in conformity with the Alternative Learning Opportunities Law, as it may be amended from time-to-time.

UNEXCUSED ABSENCES

An absence is considered to be unexcused when either there is not parental/guardian notification or administration determines the reason to be insufficient for an excused absence. Students will have 2 days from the time that the absence is first documented in order to provide information that would change an absence noted as an unexcused absence to an excused absence.

Valid reasons include medical excuses, medical/dental appointments (must include verification from doctor/dentist), funerals, court appearances, college

visitation, religious obligations, and illness. Invalid reasons include, but are not limited to, oversleeping, missing the school bus, working on a school project at home when the student is supposed to be in attendance, hair appointments, driver's license exam, "Skip Days" and cutting class/school. These invalid reasons also prohibit the student from participating in all extra-curricular activities. In addition, a student CANNOT make-up work missed due to an unexcused absence. Also, a parent/guardian CANNOT excuse a tardy.

ACADEMIC INFORMATION

ADDING/DROPPING CLASSES

A student may change a subject, add and/or drop a course, if possible, up through the end of the second day of the class (per semester) with the approval of the teachers involved. A parent/guardian signature, approval and permission will be required before the class is changed.

*Note: Students have up to three days before the beginning of the school year to change a class. After this time, the student will be assessed a \$5.00 fee for each class change.

COMPLAINTS ABOUT CURRICULUM, INSTRUCTIONAL MATERIALS, AND PROGRAMS

Persons with complaints about curriculum, instructional materials, and programs should complete a curriculum objection form and/or use the Uniform Grievance Procedure. A parent/guardian may request that their child be exempt from using a particular instructional material or program by completing a curriculum objection form using the Uniform Grievance Procedure.

CONTROVERSIAL CURRICULUM MATERIALS

Indian Creek High School uses the following procedures regarding controversial materials and/or practices:

1. Instructional materials which deal with controversial matter (i.e. human sexuality) will be made available for inspection and/or review by parents/guardians upon written or verbal request to the Principal.
2. Parents/guardians will be notified of new course offerings within the curriculum that may contain controversial materials.
3. Teachers will send home with the student a letter indicating any controversial material that will be presented in class during a particular unit of their curriculum.
4. Parents/guardians who wish to have their child(ren) excused from participation in class units which contain controversial material or other possible objectionable areas may do so by submitting a written and signed request to the classroom teacher and Principal explaining the nature of the objection. If the objection pertains to the materials being used in a particular class, parents/guardians

are asked to arrange a meeting with the Principal to discuss the nature of the objection.

DRIVER EDUCATION ENROLLMENT REQUIREMENT

Effective January, 1994, students at Indian Creek High School who desire to enroll in Driver Education courses must receive a passing grade in at least eight (8) courses during the previous two (2) semesters prior to taking Driver Education.

This Act also requires that the same eligibility requirements apply to classroom and behind-the-wheel driver's education courses offered by private facilities such as a local driving school.

Students who have dropped out of school under the age of eighteen (18) CANNOT obtain a Certificate of Completion under 62.5 ILCS 5/6-408.5 unless:

1. The student has written verification of enrollment in a GED or alternative program or has a GED;
2. Prior to dropping out, passed eight (8) classes in the previous two (2) semesters;
3. Written consent from dropout's parents/guardians.

Superintendents of Schools may waive conditions if deemed in the best interest of the student or dropout.

ELECTRONIC STUDY AIDS

Electronic Study Aids may be used during the school day if 1) The use of the device is provided in the student's IEP, or 2) Permission is received from the student's teacher.

Examples of electronic devices that are used as study aids include tape recorders, palm pilots, and laptop computers.

Examples of electronic devices that are not used as study aids include: hand-held electronic games (e.g., GameBoy), CD players, MP3 players, AM/FM radios, and cellular telephones.

The school district is not responsible for the loss or theft of any electronic device brought to school.

FINAL EXAMINATIONS

Final examinations will be administered in all classes at the conclusion of each semester. Second semester seniors can be excused from taking final examinations on the following basis

1. Achievement of a "B" average or better. This is a decision that will be made by the individual classroom teacher.

Any senior who wishes to take a final examination will be permitted to do so. Students who are absent on the day of a final examination must make up the exam as soon as possible. In such cases, the student will receive a grade of incomplete for the missed

examination. Incomplete grades, which are not made up within a period of two (2) weeks, will revert to a grade of "F" unless an extension of time is granted by the Principal. This extension request must be made in writing upon immediate return from the absence.

GRADING SYSTEM

The grading scale is as follows:

A+ = 97.5-100	B+ = 87.5-89.4
A = 92.5-97.4	B = 82.5-87.4
A- = 89.5-92.4	B- = 79.5-82.4

C+ = 77.5-79.4	D+ = 67.5-69.4
C = 72.5-77.4	D = 62.5-67.4
C- = 69.5-72.4	D- = 59.5-62.4

F = Below 60%	I = Incomplete
---------------	----------------

A grade for a course is based on exam grades, attendance, completion of homework, completion of daily assignments, class participation, course projects, and other activities required by the teacher. When appropriate, a teacher may assign a student a grade of "I" for incomplete if the student has not turned in required assignments prior to the end of the grading period. An incomplete grade will be allowed to stand for two (2) weeks. At the end of that time, the incomplete is automatically changed to the current grade if the outstanding work is not completed. An extension of time may be requested in writing to the Principal prior to the end of the two (2) week period. The updated grading system will contain both plus and minus grades in the calculation of a grade point average. Please note that the updated grading scale will be implemented with the incoming 9th Grade class for the year of 2008-2009.

GRADUATION REQUIREMENTS

All students are required to have twenty-four (24) credits to graduate from Indian Creek High School.

The following credits must be included on your transcript to graduate:

1. 4 credits of English (8 semesters)
2. 2 credits of Mathematics (4 semesters). All students must earn 3 Credits of Mathematics (6 semesters) in order to graduate from Indian Creek High School.
3. 2 credits of Science (4 semesters) One credit in the Physical Sciences area and one credit in the Life Sciences area.
4. 3 credits of Social Science (6 semesters)
*1 credit of U. S. History, .5 credit of Modern America and .5 credit of Governmental Systems,
*Successfully pass the required Constitution and Documents Exam
1 credit in World Geography
5. 1 credit of elective credit in Music, Art, Foreign Language or Vocational Education (2 semesters)
6. .5 credit of Consumer Education or passage of State Proficiency Exam (or Full year of Career

Class/Internship)

7. .5 credit of Health Education (1 semester)
8. .5 credit of Driver Education (1 semester)
9. .5 credit of Speech

All students are required to take and pass Physical Education and/or Driver Education each semester unless exempted.

If a student fails a required course, the student will repeat the course as his/her class schedule permits.

It is recommended by the Illinois Board of Higher Education (ISBE) that the following units of credit be successfully completed by the college-bound student for the most satisfactory preparation:

- 4 credits of English (8 semesters)
- 2 – 3 credits of Social Science (4 - 6 semesters)
- 2 – 3 credits of Mathematics (4 - 6 semesters)
- 2 – 3 credits of Science, including Laboratory Science (4 - 6 semesters)
- 2 credits of Foreign Language/ Art/ Music/ Vocational Education (4 semesters)

Other required graduation and elective courses that support preparation or specific academic fields may be suggested of each student. The Guidance Counselor will assist in this determination.

GUIDANCE AND COUNSELING

The School District provides a guidance and counseling program for students. The Superintendent or designee shall direct the School District's guidance and counseling program. School counseling services, as described by State law, may be performed by a qualified guidance specialist or any certificated staff member.

Each staff member is responsible for effectively guiding students under his/her supervision in order to provide early identification of intellectual, emotional, social, physical needs, diagnosis of any learning disabilities, and the development of educational potential. The District's counselors shall offer counseling to those students who require additional assistance.

The guidance program will assist students to identify career options consistent with their abilities, interests, and personal values. Students shall be encouraged to seek the help of counselors to develop specific curriculum goals that conform to a student's career objectives. High school juniors and seniors will have the opportunity to receive career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parent(s)/guardian(s) with information.

HOMEBOUND AND HOSPITAL INSTRUCTION

A student absent from school for more than 2 consecutive weeks because of health or physical impairment will be provided the services of a certified

teacher in the home or hospital. Appropriate educational services shall begin as soon as eligibility has been established with a written statement from a licensed medical examiner and a written parental or guardian request filed in the office of the Superintendent. All necessary forms may be obtained from the high school office.

Instructional time will be provided for a minimum of 5 clock hours per week on days when school is normally in session. Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s) and hospital staff to coordinate course work and facilitate the student's return to school.

HONOR ROLL

A student's grade point average will be calculated on the basis of grades earned in academic classes. Physical Education and Driver Education are not considered academic classes for the purpose of determining grade point averages. To be on either Honor Roll, students must be enrolled in a minimum of four (4) academic subjects and receive no grade lower than a "C".

A student who maintains a 3.5 - 4.0 grade point average during a given grading period will be named to the High Honor Roll and a student who maintains a 3.0 - 3.49 grade point average during a given grading period will be named to the Honor Roll.

Student grade point average (GPA) is determined by using the following point value system:

- A – Superior (Point Value = 4 points)**
- B – Above Average (Point Value = 3 points)**
- C – Average (Point Value = 2 points)**
- D – Below Average (Point Value = 1 point)**
- F – Fail (Point Value = 0 points)**
- I – Incomplete (Point Value = 0 points)**

A student who achieves honor status will receive an Indian Creek High School Academic letter. In addition, the student will receive a gold bar for 3.8 or higher or a silver bar for 3.6 - 3.79. Any grade of C or lower in any subject will disqualify the student for an academic letter.

INDEPENDENT STUDY/ CORRESPONDENCE STUDY

Independent study/Correspondence Study is available to students in grades 10, 11 and 12 with the written approval of the Guidance Counselor, and Principal. This is for required classes within the ICHS curriculum in which the student has taken and received a failing grade. A maximum of three (3) credits of correspondence study will be allowed during the tenure of the student in high school. Students who enroll in an independent study/correspondence study course must, with the direction of the teacher, complete an independent study/correspondence study contract. The teacher and student will address the following eight (8) areas within the contract:

1. Statement of the topic and/or problem
2. Objectives and goals of the independent study

- project
3. Methodology
4. Chronological outline of the study
5. Supervisory arrangements
6. Tentative annotated bibliography
7. Products of research
8. Evaluation and Reporting Process

All aspects of the contract must be completed and submitted to the Principal prior to the beginning of the independent study. The administration reserves the right to deny a student's topic or course as meeting the requirements for high school credit at Indian Creek High School.

INDIAN VALLEY VOCATIONAL CENTER

Indian Creek High School along with other area high schools participate in attendance and programs at Indian Valley Vocational Center (IVVC) in Sandwich, Illinois. The purpose of the center is to meet the educational and career needs of students. Juniors and Seniors may apply for admission to the center. Students will attend IVVC per their specific course requirements (mornings, afternoons, evenings, & weekends).

Indian Creek High School has high expectations of the students attending IVVC. Students desiring to attend IVVC during their Junior or Senior year are expected to meet minimum guidelines. The following are those guidelines:

- Junior or Senior status.
 - Have passed and completed all required Freshmen and Sophomore classes.
 - Possess a 2.0 or higher grade point average (GPA).
 - Have an appropriate attendance and punctuality record.
 - Have an appropriate disciplinary record.
 - Demonstrate satisfactory basic skills through standardized achievement testing.
 - Administration recommendation and/or approval.
- Students, who desire to attend IVVC but do not meet all minimum guidelines, may be recommended by the Guidance Counselor and approved by the Principal in order to attend.

A complete description and registration procedures can be obtained from the Guidance Office:

INTERNET USE – AUTHORIZATION FOR ELECTRONIC NETWORK ACCESS

Indian Creek Community Unit School District #425

Instruction

Exhibit - Authorization for Electronic Network Access

Each staff member must sign this Authorization as a condition for using the District's Electronic Network connection. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised access. Please read this document carefully before signing.

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Authorization* does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the *Authorization for Electronic Network Access* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

Terms and Conditions

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

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 the terms of access privileges and may deny, revoke, or suspend access at any time. His or her decision is final.

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

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

Network Etiquette - You are 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 information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

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

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

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.

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

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

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

- a. For each re-publication (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

- 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/guardian and student.

Use of Electronic Mail - 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.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- b. 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.
- c. 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 the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the School District's electronic mail system constitutes consent to these regulations.

Internet Safety

Internet access is limited to only those "acceptable uses" as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable

uses," as detailed in this *Authorization*, and otherwise follow this *Authorization*.

Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in this *Authorization*.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

LEGAL REF.: No Child Left Behind Act, 20 U.S.C. §6777.
 Children's Internet Protection Act, 47 U.S.C. §254(h) and (l).
 Enhances Education Through Technology, 20 U.S.C §6751 *et seq.*
 72 ILCS 135/0.01.

parental/guardian notification. A second offense will result in two, one-hour detentions and possible suspension. In addition, there will be a possible loss of Internet privileges for 30 school days.

Tampering with someone's files.

A first offense will result in two, one-hour detentions and parental/guardian notification. A second offense will result in two, one-hour detentions, parental/guardian notification, and possible loss of Internet privileges.

Using someone else's password.

Per incident – Two, one-hour detentions.

If you have not obtained parent/guardian permission to use the Internet and you are caught using the Internet.

Per incident – Two, one-hour detentions.

The administration reserves the right to suspend a student for 1-10 days from school, and to make a recommendation for expulsion to the Board of Education depending on the severity of the offense.

By signing this permission form, you are agreeing to the IC District Acceptable Use Policy and giving your student the right to have access to the Internet and giving permission to Indian Creek High School to publish your student's work and pictures of your student.

If you do not want your student to be published or to have access to the Internet please check below:

_____ Please check if you do **NOT** want your student to be published on the Internet.

_____ Please check if you do **NOT** want your student to have access to the Internet.

Parent/Guar. Signature Student Signature
Date

Print Name Print Name

PROGRESS REPORTS/ REPORT CARDS

Progress reports are distributed to the student at the end of the fifth week of the quarter. If requested by the parent/guardian, a weekly progress report may be sent home. Charges may be assessed for this service.

Reports cards are distributed to the student at the end of each nine-week grading period. Parent/Guardian-Teacher conferences are set aside throughout the school year, but parents/guardians are encouraged to contact the faculty members if they want to discuss their student's grades or conduct at anytime during the course of the semester or year. An appointment can be arranged by contacting the Main Office at the high school.

STUDENT CLASSIFICATION

Students will be classified according to the number of academic credits they have earned towards graduation and the length of time they have been in high school.

Freshmen	0-6 credits	0 years attended.
Sophomores	6.5 – 12 credits	1 year attended.
Juniors	12.5 – 18 credits	2 years attended.
Seniors	18.5 – 24 credits	3 years attended.

DISCIPLINE

WHAT THE SCHOOL EXPECTS OF YOU

Students are expected to conduct themselves in such a manner as to bring credit to themselves, the communities of School District #425 and Indian Creek High School. The purpose of school rules is to provide a safe environment in which students can learn to act maturely and responsibly in a variety of situations. The

DISCIPLINARY CODE

The Board of Education, Administration, and Faculty of Community Unit School District #425 recognizes the need to give each student fair treatment in all school related matters, especially disciplinary matters. Students may be suspended or recommended for expulsion for a violation of school rules. While both the principal and superintendent are legally permitted to suspend a student from school, expulsion must come from the Board of Education. Suspensions can either be in school or out-of-school as determined by the violation but expulsion is a removal of the student from the school for a period of excess of ten (10) school days.

DISCIPLINARY MEASURES

Disciplinary measures may include the following (as applied dependant upon several factors): 1) Disciplinary conference; 2) Withholding of privileges; 3) Seizure of contraband; 4) Suspension from school and all activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds; 5) Suspension of bus riding privileges, provided that appropriate procedures are followed; 6) Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds. An expelled student may be denied credit for work done in the semester for which he/she was expelled; 7) Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), "look-alikes", alcohol, or weapons; 8) Notifying parents/guardians; 9) Removal from classroom; 10) In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised; 11) Detention or Saturday School, provided that the student's parent(s)/guardian(s) have been notified.

Transportation concerns must be addressed. 12) Community service with local public or nonprofit agencies that enhance community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation.

STUDENT RIGHTS AND RESPONSIBILITIES

All students are entitled to enjoy the rights protected by the U.S. and the Illinois Constitutions and laws for persons of their age and maturity in a school setting. These rights include the right to voluntarily engage in individually initiated, non-disruptive prayer that, consistent with the Free Exercise and Establishment Clause of the U.S. and Illinois Constitutions, is not sponsored, promoted, or endorsed in any manner by the school or any school employee. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

STUDENT CONDUCT RESPONSIBILITIES

In order to assist the student to develop self-discipline and a strong sense of responsibility toward himself/herself and others, there will be certain responsibilities required of them as a student at Indian Creek High School:

1. Become informed of, observe and adhere to reasonable rules and regulations established by the Board of Education and implemented by school administrators and faculty.
2. Become informed of, observe and adhere to reasonable rules and regulations established by faculty and staff.
3. Refrain from libel, slanderous remarks, and obscenity in verbal, non-verbal, and written expression.
4. Take good care of all school equipment that has been assigned to them such as desks, textbooks, and lock/lockers. Students are responsible financially for damages of equipment.
5. Preserve school property, exercise care while using school facilities and equipment and help maintain and improve the school environment.
6. Be in attendance all day in order to participate in or attend a school function such as athletic contest or dances, etc. The only exception to this rule will be an excuse obtained from the Principal in advance.
7. Indian Creek High School has a closed campus; therefore loitering on private property near the school grounds is prohibited.
8. Beverages and/or food (including gum) are not allowed in class unless the faculty member allows the use on special occasions.
9. Glass containers are allowed only in the cafeteria area.
10. Radios/tape players/headphones/CD players/I-Pods, etc. brought for use after school must be kept in your locker during the day; these items are not allowed or used in the classroom unless they are used as a part of the class per approval of the teacher.
11. Students are prohibited from possession and/or use

of alcohol, other illegal drug substances, over the counter medication (without main office consent and knowledge), and tobacco products.

12. Any gang related activity is prohibited within the boundaries of the school property and safe school zones.

INDIAN CREEK HIGH SCHOOL CLASSROOM EXPECTATIONS

1. Attend each class in which you are enrolled.
2. Be ready for class work when the tardy bell sounds.
3. Bring textbooks, notebooks, writing utensils, and all other necessary materials to class.
4. Be an active participant in the classroom, listen, take appropriate notes and take part in class discussions; do not be afraid to raise your hand in class.
5. Rest room use must occur during the passing periods except during emergency situations.

DETENTION: Faculty and/or Administration

Students who are required to serve a detention should note the following:

- Twenty-four (24)-hour notice will be given TO THE STUDENT in order that transportation arrangements can be made; all detention notices will be sent home by mail and with the student for each detention issued.
- Extra – curricular commitments (For example: employment, athletic team participation, extra-curricular activity participation) are not acceptable reasons for missing a detention. The only exceptions are for medical/dental appointments or for emergency situations.
- Students will be required to follow proper behavior in the detention room. If the student is disruptive and is asked to leave, the detention is voided and they will be required to serve the original detention and will be assigned a second detention.
- Students who do not report for an assigned detention will receive progressive consequences ranging from more detentions, in-school-suspension or possibly out-of-school suspension.
- Detentions are held for sixty (60), minutes depending upon the severity of the offense. All administrative detentions are 60-minutes in length. Detentions are assigned from 3:30 – 4:30 PM on Tuesday and Thursday afternoons in a designated classroom. Teachers may also issue detentions that require a student to be served with them at alternative times and locations. (Note: A student who has an early-release from school (Careers class, IVVC, etc.) must still serve his/her detention at the regular detention time.

EXTERNAL/INTERNAL SUSPENSIONS

External

Students who are determined to be guilty of “gross misconduct and/or disobedience” will be assigned to an external suspension by the building Principal. This

Code of Conduct contains a list of offenses, which would result in external suspension, as well as the appropriate length of the suspension. The Superintendent/Principal is empowered to suspend a student externally for a period of time not to exceed ten (10) days.

Internal

Internal suspensions may be used as a form of progressive discipline or in situations where misconduct has escalated beyond detentions. The Superintendent/Principal is empowered to suspend a student internally for a period of time not to exceed five (5) days.

EXPULSION

It is the policy of the Board of Education to maintain schools in condition which are necessary to conduct the educational process. Teachers and school administrators have an important responsibility and it is sometimes necessary to exclude a student from the educational program to which the student is assigned. The following policy sets forth the requirements for expulsion from school:

1. Students committing acts of gross disobedience or misconduct may be expelled from school. Any student expelled shall be denied the right to make up work missed as a result of such expulsion from the school district.
2. Expulsion is defined to mean exclusion of a student from school or riding the bus for a period of time, for at least ten (10) school days and up to two years depending on the severity of the offense. Expulsion may be preceded by suspension.

Expulsion Procedure

- If a student is to be recommended for expulsion by the Board of Education, the Superintendent will send a letter by certified mail, return receipt requested, to the parents/guardians of the student notifying them of the proposed expulsion.
- The Superintendent may elect, after a suspension is initiated, to recommend expulsion to the Board of Education in which event the suspension review shall be combined with the expulsion hearing.
- The notification of the expulsion letter shall set forth the matters as required by the Illinois School Code.
- Expulsion hearings may be conducted by a hearing officer, by a school board committee, a hearing committee, or by the entire Board of Education. If a hearing officer or committee of the board conducts the hearing, a written summary of evidence shall be submitted to the Board of Education.
- The penalty imposed by the Board of Education may be expulsion for a period of time of up to two years depending on the severity of the offense.

DISCIPLINE GUIDELINES

Certain misconduct such as the following list of offenses is unacceptable at any time during the school day, while the student is on Indian Creek Community Unit School District property or attending a school related function (

home or away) in which Indian Creek High School is a participant. These guidelines also apply to students who are passengers on school district operated transportation vehicles.

Obviously, no student handbook can contain every conceivable offense, which may be committed. The school district administration reserves the right to determine appropriate disciplinary action for offenses, which are not contained in the following list of offenses. Similarly, the administration reserves the right on a case-to-case basis to deviate from the specified disciplinary actions when such deviation is determined to be necessary for the proper and efficient operation of Indian Creek High School. The following violations, for example but not limited to, constitute Gross Misconduct and may result in suspension for one to tens day and/or a recommendation to the Board of Education for expulsion.

The 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, or within sight of the 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 or function or event
3. Traveling to or from school, a school activity/function/event
4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an education function, or the student's presence at school may reasonably be considered to create an interference with school purposes or an educational function.

Note: For purposes of these policies, the term "possession:" includes having control, custody, or care, currently or in the past, of an object or substance, including situations where the item is: (a) on the student's person; b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Note: No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

ACADEMIC INTEGRITY

Engaging in academic dishonesty including, but not limited to, cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.

A student who is found to have engaged in academic

dishonesty will receive the following disciplinary action(s): Zero (0) credit for the assignment and one detention for a first offense. For a second offense: zero (0) credit of the assignment and another detention. A third offense and above may result in an internal or external suspension from school for 1-10 days depending on the severity of the offense. Also, depending on the severity of the offense, a student may be suspended from school for the first offense and also may be recommended for expulsion to the Board of Education.

AFFECTION – INAPPROPRIATE DISPLAY

Students are permitted to hold hands or to place arm around the waist of another students as acts of affection. Excessive displays of affection are considered inappropriate and will receive disciplinary actions.

A student who is found to have engaged in an inappropriate display of affection will receive the following disciplinary action(s): A warning for the first offense. A detention for the second offense. Depending on the severity of the offense, a student may be suspended from school for 1-10 days beginning with the first offense. In addition, a student may be suspended from school for 1-10 days for a third offense and beyond.

ARSON

Attempting to set fire to any portion/aspect of Indian Creek School District grounds or property, or the actual setting of a fire, will not be tolerated.

A student who is found to have attempted to commit or has committed arson will receive the following disciplinary action(s): Depending on the severity of the offense, a student may be suspended from school for 1-10 days for the first offense, and a recommendation for expulsion may be made to the Board of Education. A referral to the police may be implemented.

BOMB/WEAPONS THREATS

Any threat to the safety, security, or well being of the students or personnel of the Indian Creek School District or to the buildings and grounds of the Indian Creek School District through the use of a bomb or a weapon (or any combination of) will not be tolerated.

A student who is found to have engaged in a bomb or a weapons threat will receive the following disciplinary action(s): In the case of a bomb threat, the student will be suspended from school for up to 10 days and he/she shall be recommended for expulsion to the Board of Education. In addition, police action will be implemented against the student. Other threats involving weapons will be considered on a case-by-case basis and appropriate action involving suspension from school, possible recommendation for expulsion, and possible police action will occur.

Please note: Section 5/10-22.6 of the Illinois School

Code defines “weapons” as possession, use, control, or transfer of any object which may be used to cause bodily harm, including, but not limited to knives, guns, rifles, shotguns, brass knuckles, Billy clubs, or look-alikes thereof. Such items as baseball bats, pipes, locks, sticks, pens, and pencils may be considered weapons if used or attempted to be used to cause bodily harm.

CAFETERIA BEHAVIOR

Students are responsible for their conduct while in the cafeteria. They are to be respectful of the area and any inappropriate behavior will not be tolerated. Students are responsible for cleaning their table and the immediate area (floor) in which they have eaten a meal. Trays and utensils should be returned to their proper place.

A student who is found to have engaged in inappropriate behavior in the cafeteria will be assigned one of the following disciplinary actions: a) Asked to clean their area; b) Assigned to clean tables for a specific length of time; c) Re-assigned to a particular table for a single lunch period or for multiple lunch periods; d) Exclusion from the cafeteria – The student will be assigned to another area in order to eat; e) Detention and/or suspension from school depending on the severity of the offense; f) Multiple detentions and or multiple days of suspension from school depending on the severity of the offense.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Students may possess cell phones for the purpose of arranging transportation, communicating with family members, etc. The use of a cell phone on school grounds is to occur ONLY after school or in emergency situation that has been approved by a faculty member or the principal. All electronic devices need to be off and immediately put away in students lockers by 8:15am. Students are not to bring cell phones to class. All other electronic signaling devices are prohibited at Indian Creek High School. Per individual teacher discretion, electronic devices that advance academic learning may be used by an individual student or groups of students.

A student who is found to have engaged in the inappropriate use/possession of a cell phone or who uses/possesses an electronic signaling device will receive the following disciplinary action(s): A First Offense will result in a detention and the confiscation of the phone/device to the principal. The phone/device will be returned to the student at the end of the school day; A Second Offense will result in a confiscation of the phone/device to the principal. The student will be issued one detention and the phone/device will be returned to the parent/guardian; A Third Offense and beyond will be the same as above with the assignment of two detentions and the return of the cell phone to a parent/guardian only. Note: A cell phone that rings or emits any noise while stored in a student’s locker will be confiscated and returned to the student at the end of the day. A repeated violation will result in the cell phone being held until it can be returned to a parent/guardian

only.

CLASS CUTS/UNEXCUSED ABSENCES OR UNAUTHORIZED PERMISSION TO LEAVE CAMPUS DURING THE SCHOOL DAY

Students are required to attend their scheduled classes unless they have an excused illness, are excused to attend a medical/dental appointment, or are excused to attend an appointment, activity, etc. In addition, students may not leave the high school building during the regular school day unless they have received permission from the building administration.

A student who is found to have engaged in the cutting of a class, who is unexcused to a class, or who has left the building/campus without permission from the building administration will receive disciplinary actions as follows:

1) One hour of detention for each class period that is missed related to the area of class cuts, unexcused absences, and unauthorized leave; 2) A student who is repeatedly defiant regarding this policy may face in-school/internal suspension for 1-10 days and loss of parking privileges; 3) Students who demonstrate problems with school attendance will receive intervention services such as counseling and a referral for Truancy services.

CLASSROOM AND/OR SCHOOL ENVIRONMENT – DISRUPTIVE

Students are expected to comply with their teachers and classmates so that lessons can be implemented and learning can take place. A student who chooses to disrupt the proceedings of a classroom and/or school environment will face disciplinary action. Disruptive behavior includes, but is not limited to, talking out of turn, passing notes, getting up from one's seat and moving about class while a lesson is proceeding, etc.

A student who is found to have engaged in disruptive behavior of a classroom or school environment will receive a detention. If the disruptive behavior continues then progressive disciplinary action(s) will be reinforced which may include additional detentions, in-school suspension or out-of-school suspension for 1-10 days and may be recommended for expulsion to the Board of Education.

DAMAGE TO SCHOOL EQUIPMENT WHICH INCLUDES, BUT IS NOT LIMITED TO, BOOKS, LOCKERS, BATHROOM EQUIPMENT, ETC.

Student behavior resulting in damage to school equipment such as kicking -in a locker, tearing-out pages of a textbook, damaging the doors/walls in a bathroom stall area will not be tolerated.

A student who is found to have engaged in behavior that causes damage to school equipment will receive the following disciplinary action(s): a) The student will be required to pay restitution for the replacement cost of the damage; b) The student will be assigned one to several detentions depending on the severity of the

offense; c) The student may be suspended from school for 1-10 days depending on the severity of the damage; d) The student may be recommended for expulsion depending on the severity of the damage; e) A referral to the police may be implemented.

DEFIANCE, DISRESPECT, AND/OR INSUBORDINATION

Defiance, Disrespect, and Insubordination refer to behavior that directly challenges the authority of any teacher, administrator, or other school staff member to appropriately manage a particular activity or situation. Defiant and/or insubordinate behavior includes, but is not limited to, a student refusing to leave class or the school grounds when so directed, a student challenging a teacher's authority to manage a particular classroom, etc.

A student who is found to have engaged in behavior that is defined as defiant, disrespectful, or insubordinate will receive a detention. If the disruptive behavior continues or is excessive, the consequences will be progressive. The consequences may include internal or external suspensions. A detention for the first offense; two detentions for the second offense. Severe cases of defiance may result in a suspension from school for 1-10 days depending on the severity of the offense and may include a recommendation for expulsion to the Board of Education.

DETENTION – FAILURE TO SERVE

Students are required to serve a detention either on the assigned date or prior to the assigned date.

A student who fails to serve a detention will receive additional consequences such as additional detentions, in-school suspensions or an external suspension from school for one day.

Effective schools are continually striving to raise their standards in an attempt to achieve excellence. Parents/Guardians and students are asked to help in this effort to raise standards and promote pride at Indian Creek High School by wearing and encouraging appropriate style of dress. Any dress, jewelry or hair style, which detracts from the educational process, distracts students and teachers, or fails to comply with State health and safety standards will not be permitted in school or at school sponsored activities. The Principal will make decisions regarding the appropriateness of dress for students.

The following will apply:

1. All clothing must be clean.
2. No student may wear an article of clothing; display a sign or insignia, which shows disrespect for any race, creed, color, gender, nationality, drug-related phrases and/or graphics.
3. Clothing that displays anti-social, immoral, or illegal behavior is not permitted.
4. Articles of clothing that are and/or display obscene or suggestive phrases and /or graphics will not be worn in school.

5. Students are not to have coats/jackets and hats in their possession during school hours. All outerwear is to be kept in the student's locker. Hats are not to be worn while inside the building. Hats are to be removed immediately upon entering the school building and should not be put on until exiting through the doors leading outside the building.
6. Bandannas, kerchiefs, or dew rags will not be allowed to be worn on the head while inside the school building during or at school sponsored activities.
7. Occult apparel or symbols may not be worn during the school day or at school sponsored activities.
8. Book bags, tote bags, or athletic-type bags are not to be carried by the student during regular school hours. These bags, if brought to school, must be kept in the student's hallway locker.
9. Shorts and skirts must be of appropriate length. The rule of thumb will be when your arms are at your side, shorts or skirts can be no shorter than where your fingertips touch your leg.
10. Clothing with excessive holes, tears, or rips is not permitted.
11. Articles of clothing that advertise or promote alcohol or controlled substances are not permitted.
12. For reasons of health and safety, all students shall wear shoes.
13. Modesty in dress is expected. Parents/Guardians are encouraged to monitor their students dress. Tops are expected to appropriately cover the student's butts and torso (including the underarms). Halter-tops, tube tops, muscle shirts, tank tops or other tops must be of a length to cover to the level of a student's belt line. In addition, these tops must have a strap width that is at least two (2) inches in order to be worn at school. Tops that expose the bare midriff are not permitted to be worn during school hours or at school-sponsored activities; transparent garments cannot be worn without appropriate undergarments. Revealing and /or immodest attire (for example-undergarments) in the judgment of the administration/staff will not be tolerated.
14. Sunglasses may only be worn if medically prescribed. A medical permission form must be on file in the Main Office before this can occur. Sunglasses not prescribed may not be worn on top of the head around the neck or on the face. They must be placed in the student's locker.
15. Students are prohibited from body piercing or tattooing which cause health or safety problems or which detract from the educational environment.

A student who is found to have engaged in the wearing of inappropriate clothing to the high school will receive disciplinary action(s) as follows: The student will be asked to change the clothing. If the problem persists, the student will be assigned progressive disciplinary action beginning with one detention and leading to suspension from school.

DRIVING AND PARKING

Parking on-campus is a privilege allowed to students by

the administration and the Board of Education of the Indian Creek School District #425. In order to be eligible to park on-campus during the regular school day, a student must purchase a parking tag from the high school office. There are a limited number of parking spaces that are available for student parking.

If a student is parked in the wrong spot or not displaying a parking tag properly there will be a conference with the student. If a student has driven in a reckless or irresponsible manner, they will lose their parking privileges ranging from 1 week to one (1) school year depending on the severity of offense. There will be no refunds of parking tags. Repeat violations will have progressive disciplinary actions that may include in-school and out-of-school suspensions. Police involvement may be necessary to maintain safety to students, staff members and visitors.

Lastly, please be advised that if a student loses his/her parking privileges for one semester (88 days) or for two separate times, the student will be required to purchase a new parking tag in order to regain parking privileges (This will be issued on a space available basis). Also, as a review, if more than one student shares a single space, the space will be ineligible for those students to use for parking if any of the students receive a particular disciplinary action, which regards a loss of parking privileges.

DRUGS AND ALCOHOL

The possession, use, sale, and/or supplying to another student or other persons of a controlled or illegal substance, a look-alike drug, marijuana, or drug paraphernalia on Indian Creek School District property, on a school bus, or at any school-related activities is prohibited.

In addition, using, possessing, distributing, purchasing, or selling alcoholic beverages on Indian Creek School District property, on a school bus, or at any school-related activities is prohibited.

Lastly, using, possessing, distributing, purchasing, or selling the following on Indian Creek School District property, on a school bus, or at any school-related activities is prohibited: Any illegal drug or controlled substance (For example: cannabis); any anabolic steroid not administered under a physician's care and supervision; any prescriptive drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or the prescribing physician's instructions; Look-alike or counterfeit drugs, including a substance that the student believes to be an illegal drug or controlled substance, or about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or a controlled substance; drug paraphernalia, including devices that could be used to ingest, inhale, or inject cannabis or controlled substances into the body and devices that could be used to grow, process, store, or conceal cannabis or controlled substances.

A student who is found to have engaged in the use, possession, distribution, purchasing, or selling of drugs or alcohol will receive the following disciplinary action(s): A suspension from school for 1-10 days depending on the severity of the offense. The suspension from school may include a recommendation for expulsion to the Board of Education. In addition, police action may be indicated.

ENTRY – ILLEGAL

Students are prohibited from entering the building without authorization.

A student who is found to have engaged in illegal entry to the building will receive the following disciplinary action(s): The student will be suspended from school for 1-10 days. In addition, the student may be recommended for expulsion to the Board of Education. Also, police action may be indicated.

EXTORTION

Extortion regards attempting to obtain money, services, or property through threats or intimidation.

A student who is found to have engaged in extortion will receive the following disciplinary action(s): A First Offense will result in a suspension from school for 1-5 days depending on the severity of the offense. Also, police action may be indicated; A Second Offense will result in a suspension from school for 5-10 days and may include a recommendation for expulsion to the Board of Education. In addition, police action may be indicated.

FALSE FIRE ALARM

The setting of a false fire alarm in order to disrupt the functioning of the high school and to inappropriately require the services of emergency personnel will not be tolerated.

A student who is found to have engaged in the setting of a false fire alarm will receive the following disciplinary action (s): A First Offense will result in a suspension from school for 1-10 days depending on the severity of the offense. Also, police action may be indicated; A Second Offense will result in a suspension from school for 5-10 days and may include a recommendation for expulsion to the Board of Education. In addition, police action may be indicated.

FIGHTING

Students are prohibited from intentionally striking, punching, hitting, kicking, or using any manner/method of physical force to cause injury to another person.

A student who is found to have engaged in fighting will receive the following disciplinary action(s): A First Offense will result in a 1-3 day suspension from school. In addition, the police may be notified in order to document information regarding the incident.

Depending on the circumstances of the incident, specific police action may be indicated. Subsequent Offenses will result in a 3-10 day suspension from school and, depending on the severity of the offense, may include a recommendation for expulsion to the Board of Education. Please note that, depending on the severity of the offense, a student may be recommended for expulsion at the time of the First Offense.

FIREWORKS, SMOKE BOMBS, STINK BOMBS, ETC.

These devices attempt to disrupt the orderly functioning of the high school. Their use will not be tolerated.

A student who is found to have engaged in the use of the above devices will receive the following disciplinary action(s): A First Offense will result in a 1-10 day suspension from school. In addition, police action may be indicated; A Second Offense will result in a 1-10 day suspension from school and may include a recommendation for expulsion to the Board of Education. In addition, police action may be indicated.

FORGERY OF SCHOOL PASSES, PARENT /GUARDIAN NOTES, ETC.

Attempting to use false documents in order to excuse an absence, to obtain permission to move about the building, etc. will not be tolerated.

A student who is found to have engaged in forgery will receive the following disciplinary action(s): A First Offense will result in one detention; A Second Offense will result in progressive consequences which may include additional detentions, in-school suspension or out- of school suspension depending on severity.

GAMBLING

Students are not permitted to engage in gambling or gambling-related activities.

A student who is found to have engaged in gambling or related activities will receive the following disciplinary action(s): A First Offense will result in one detention; A Second Offense will result in progressive consequences which may include additional detentions, in-school suspension or out- of school suspension depending on severity.

GANG-RELATED ACTIVITY

Students that may be displaying gang affiliation gestures, jewelry, dress standards, etc. will meet with administration and their parents/guardians will be notified. Students must adhere to appropriate dress policy or subsequent discipline measures will be taken such as and in-school or out-of-school suspension.

Behavior that may be related to gang involvement including, but not limited to, intimidation, coercion, extortion, aggression, etc. will not be tolerated. A student who is found to have engaged in gang-related behavior will receive the following disciplinary action(s): A First Offense will result in a suspension from school

for 1-10 days depending on the severity of the offense. This action may include a recommendation for expulsion to the Board of Education. Police action may be indicated; A Second Offense will result in a suspension from school for 5-10 days and a recommendation for expulsion to the Board of Education. In addition, police action may be indicated.

Students are prohibited from engaging in gang activity. A “gang” is any group of 2 or more persons whose purpose includes the commission of illegal acts. No student shall engage in gang activity, including, but not limited to the following:

1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other things that are evidence of membership or affiliation in any gang,
2. Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or handshakes) showing membership or affiliation in a gang, and
3. Using any speech or committing any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
 - a) soliciting others for membership in any gangs,
 - b) requesting any person to pay protection or otherwise intimidating or threatening any person,
 - c) committing any other illegal act or other violation of school district policies, d) inciting other students to act with physical violence upon any other person.

Students engaging in any gang-related activity will be subject to one or more of the following disciplinary actions:

- Removal from extra-curricular and athletic activities
- Conference with parent(s)/guardians(s)
- Referral to appropriate law enforcement agency
- Suspension from school for 1-10 days depending on the severity of the offense
- Recommendation for expulsion by the Board of Education for up to two years. (Depending on the severity of the offense(s)).

HAZING/INTIMIDATION/BULLYING

The solicitation, encouragement, aiding, or engagement of hazing is prohibited. “Hazing” is defined as any intentional, knowing, or reckless act directed against a student for the purpose of being affiliated with holding office in, or maintaining membership in any organization

“Intimidation” regards any type of aggressive behavior that does physical or psychological harm to another person. Prohibited conduct includes (but is not limited to) any use of violence, force, noise, coercion, threats, fear, harassment, bullying, pushing, shoving, tripping or other comparable conduct. Specific categories of intimidation include (but are not limited to) verbal, written, physical, hazing, and sexual harassment.

A student who is found to have engaged in behaviors

that can be defined as “Hazing” or “Intimidation” will receive the following disciplinary action(s): The student will be suspended from school for 1-10 days depending on the severity of the offense, and the student may be recommended for expulsion to the Board of Education. In addition, police action may be indicated.

INAPPROPRIATE LANGUAGE

The use of inappropriate language such as swearing, crude remarks or comments, etc. is prohibited.

A student who is found to have engaged in the making of rude comments will receive the following disciplinary action(s): A First Offense will result in one detention. A Second Offense will result in progressive consequences, which may include additional detentions, in-school suspension or out-of-school suspension depending on the severity. Subsequent Offenses will result in a 1-10 day suspension from school depending on the severity of the offense.

INAPPROPRIATE LANGUAGE DIRECTED AT SCHOOL PERSONNEL

A student who is found to have directed inappropriate language (as defined above) at a member of the faculty or staff will receive the following disciplinary action(s): Suspension from school for 1-10 days depending on the severity of the offense. This action may include a recommendation for expulsion to the Board of Education.

LASER POINTER

The possession/use of a laser pointer by a student at Indian Creek High School is prohibited.

A student who is found to have engaged in the possession/use of a laser pointer will receive the following disciplinary action(s): The laser pointer will be confiscated and returned to the parent/guardian only. In addition, depending on the severity of the offense, the student will receive a detention or up to 10 days of suspension from school.

TARDINESS TO CLASS

A student is considered tardy when he/she arrives at an assigned class after the bell has rung for the beginning of the class. A student who arrives to class greater than 30 minutes past the beginning of the class will be considered unexcused. Also, the administration reserves the right to count an absence to class as a tardy if it appears that the student is attempting to manipulate attendance patterns.

A student who is found to have engaged in excessive tardiness to class (per quarter) will receive progressive consequences. For a 4th tardy a student will receive a detention and if a student has additional tardies then progressive consequences will be issued. The consequences may include additional detentions, in-school suspension, or out-of-school suspension, and/or loss parking privileges depending on the severity of

offenses.

THEFT

Theft is the act of taking possessions from another person without permission or authorization. Theft is a prohibited behavior.

A student who is found to have engaged in theft will receive disciplinary actions ranging from in-school suspension to out-of school suspension and students may be required to pay restitution. In addition, administration may make a recommendation for expulsion to the Board of Education and police action may be indicated.

THREATS TOWARD SCHOOL PERSONNEL

Physical or verbal threats made by a student toward any school personnel are prohibited.

A student who is found to have engaged in the making of physical or verbal threats toward school personnel will receive the following disciplinary action(s): Suspension from school for 1-10 days depending on the severity of the offense. In addition, this action may include a recommendation for expulsion to the Board of Education. Lastly, police action may be indicated.

TOBACCO – USE, POSSESSION, DISTRIBUTION, PURCHASING, OR SELLING

The use, possession, distribution, purchasing, or selling of tobacco (in any form) is prohibited.

A student who is found to have engaged in the use, possession, distribution, purchasing, or selling of tobacco (in any form) will receive the following disciplinary action(s): For possession and purchasing only: A First Offense will result in the confiscation of materials and one detention; A Second Offense will result in the confiscation of materials and a 1 Day suspension from school. For use, distribution, and selling a student will be suspended out of school for 1 day. A Second Offense will result up to a 3-Day suspension from school.

VANDALISM – DEFACING

Vandalism at this level regards the use of markers, etc. where the damage done to school property is not permanent and can be easily removed.

A student who is found to have engaged in Vandalism – Defacing will receive the following disciplinary action(s): A First Offense will result in the student serving one detention and cleaning the defaced area; A Second Offense will result in two detentions and cleaning of the area; A Third Offense will result in a 1-10 day suspension from school, cleaning of the area, and restitution for any other damage to the area.

VANDALISM – PERMANENT

A First Offense will result in a 1-5 day suspension from school depending on the severity of the offense. In addition, restitution for damages to the school property will be implemented. Also, police action may be indicated.

A Second Offense will result in a 5-10 day suspension from school and may include a recommendation for expulsion to the Board of Education. Police action may be indicated.

WEAPONS

The use, possession, control, or transfer of weapons is prohibited. A “weapon” is defined as the following: 1) Any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18 of the United States Code, a firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or a weapon as defined in Section 24-1 of the Criminal Code; 2) Any other object if used or attempted to be used to cause bodily harm, including, but not limited to, Knives, brass knuckles, and Billy clubs; and 3) Look-alikes of any weapon as defined above. Any item such as a baseball bat, pipe, bottle, lock, stick, pen, and pencil is considered to be a weapon if used or attempted to be used to cause bodily harm. The superintendent or designee may grant an exemption to this policy, upon the request of an adult supervisor, for students in theater, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

A student who is found to have engaged in the use, possession, control, or transfer of a weapon (or weapons) will receive the following disciplinary actions: The student will be suspended from school for up to 10 days depending on the specific offense. In addition, the suspension from school may include a recommendation for expulsion to the Board of Education. Also, police action may be indicated.