

**Sandwich High School
2022 - 2023
Student Handbook & Planner**

515 E. Lions Road
Sandwich, Illinois 60548

Phone: 815.786.2157

Fax: 815.786.2632

Property of:

Address:

Property of:

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Note from the Administration

August 1, 2022

Dear Students and Parents/Guardians:

The purpose of this handbook is to familiarize you with the services, programs, and policies at Sandwich High School. This handbook is to serve as a source of information that will explain the operations of Sandwich High School. Please take the time to review each section of the handbook. You are responsible for knowing the content contained herein.

I would like to make it clear that Sandwich High School does not condone disrespectful or discriminatory words or actions based on someone’s race, color, religion, sex, gender identity, national origin, or disability. When this type of action disrupts the educational process, the school district will act within its legal guidelines to keep our school and community members safe. The school will also enforce the code of conduct that all athletes and participants of extracurricular activities must follow. This code of conduct applies to all student athletes and is enforceable on or off-season, and during the entire calendar year.

The faculty and staff wish the very best for you during your school year. It is important to remember to strive for success in and out of the classroom. Only the students in the

building can make this year the best ever at Sandwich High School. Remember to work hard and your dreams can come true! 3.6...GO FOR IT

Sincerely, Sandwich High School Administration

S.H.S. ADMINISTRATIVE DIRECTORY

Sandwich High School

515 E. Lions Road
Sandwich, IL 60548

Phone: 815-786-2157

Fax: 815-786-2632

www.sandwich430.org

Dr. Shane Darnell

Principal

Mr. Micky Herzog

Assistant Principal

Mr. Timothy Gipe

AthleticDirector/AP

District Office

720 S. Wells
Sandwich, IL 60548

Phone: 815-786-2187

Superintendent

Assistant Superintendent

Mr. Thomas C. Sodaro

Mr. Ryan Janisch

Director of Students Services
Mrs. Crystal Swan-Gravatt
815-786-6851

Transportation Manager:
Mrs. Susan Graham
815-786-8325

BOARD OF EDUCATION

Mr. Robert Miller
President

Mr. Lee Schroeder
Vice President

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Mr. Tom Wilson - Member

DISTRICT VISION STATEMENT

“Learning Today, Shaping Tomorrow!”

PREAMBLE

This handbook is provided to the students and their families to acquaint them with rules, regulations, procedures, and other relevant information necessary for the orderly functioning of the school. It has been structured to help promote student progress as well as an interest in modeling appropriate school government. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations.

When breach of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his/her parents/guardians, and other support personnel to help the student correct his/her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student’s previous history, his/her age and maturation, any mitigating circumstance, and the effect of his/her actions on the welfare of the school community. Disciplinary responses may include but are not limited to the actions described in this handbook.

1.0 DISCLAIMER

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, regulations, and code of conduct. Membership or participation in a school-sanctioned activity is a privilege and not a property right.

In addition each principal, within his or her school, may establish certain written rules and regulations not inconsistent with those established by the Board of Education and the Superintendent of Schools.

2.0 AUDIO/VIDEO EQUIPMENT

Sandwich School District may use audio/video equipment to monitor hallways, classrooms, school grounds, and buses. The equipment is used to encourage a safe and orderly school environment. Students may receive consequences for their misconduct or inappropriate actions as recorded by this equipment.

3.0 POSTING OF STUDENT ACHIEVEMENT AND PICTURES

In order to highlight student achievement, student photos or products will be posted on the school website without use of full names. Photos or products may also be published in local newspapers with or without use of full names. As per district policy, consent to use your child's photo or products are implied. Your consent, however, may be withheld in accordance with the provisions concerning Student Records. ***Questions concerning this policy can be referred to building administration.***

4.0 CARE OF SCHOOL PROPERTY

Students are expected to share in the task of maintaining the quality conditions of the high school building and grounds. Listed below are a few items related to building and ground usage that are required of every student:

- Pick up waste paper on classroom floors and in hallways.
- Keep your locker clean at all times.
- Use sidewalks and make sure that shoes are clean before entering the building.
- Exercise special care in the washrooms in order to keep them clean at all times.
- Be prepared to reimburse the school district for any damage to facilities or equipment resulting from careless use.
- Pop cans or containers are to be kept in the cafeteria area and disposed of properly.
- Vandalism will result in suspension or expulsion.

5.0 ASBESTOS MANAGEMENT PLAN NOTICE

Federal laws require that the district complete any necessary repairs to areas containing asbestos within one year. Laws also require that a visual surveillance of asbestos containing areas be completed every six months and re-inspection and re-testing of samples be completed

every three years.

The complete Asbestos Management Plan is available for review in the Administration Office. Should you have any questions, please contact the Central Office at 815-786-2187.

6.0 SEX OFFENDER INFORMATION

Please be aware of the **Public Act 94-004: Sex Offender Registration**. This legislation requires that principals and/or teachers of public or private elementary or secondary schools notify parents/guardians that information about sex offenders is available to the public. This sex offender information is available on the following website www.isp.state.il.us/.

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

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

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

Anytime that a convicted child sex offender is present on school property for any reason – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

7.0 INTEGRATED PEST MANAGEMENT PLAN NOTICE

Sandwich Community Unit School District #430 utilizes an integrated pest management program and Lawn Care Products Application that incorporates the guidelines as established by Public Act 91-525 and Public Act 96-0424 for the schools in the district. The district contracts with a professional pest control service and lawn care service to assist the district in maintaining a safe and pest-free environment for the students of the district. Applications are made throughout the year and are completed when students are not in attendance.

Emergency applications are made when situations warrant and only after proper notification. A copy of the Integrated Pest Management Plan is on file in the Central Office.

8.0 ILLINOIS TEXTBOOK LOAN PROGRAM

Sandwich Community Unit School District #430 participates in the Illinois Textbook Loan Program. By signing the handbook form, parents/guardians and students agree loaned textbooks will be provided to students in accordance with the administrative regulations required by the Illinois State Board of Education.

9.0 CLUBS/ACTIVITIES

Participation in athletic and extra-curricular activities at Sandwich High School is a privilege and not a property right.

Students who have engaged in severe acts of insubordination, disrespect, and/or misconduct on or off school property may be declared ineligible for school-sponsored honors, privileges, and/or activities, including but not limited to sports, drama, clubs, various dances and their respective courts, tutoring, job shadowing, etc.

10.0 NO PAY NO PLAY

Sandwich CUSD #430 has adopted a “no pay no play” policy. All students participating in athletic or extra-curricular activities must have paid all fines and fees in order to be eligible to participate. A student unable to pay their entire balance must set up a payment plan with the school. This plan will be developed in cooperation between

the building administrator (designee) and the student's parent(s)/guardian(s).

11.0 EXTRA-CURRICULAR ACTIVITIES

Bass Fishing-This is an IHSA event for students interested in fishing. Local students will be selected in a fishing derby prior to the state series for competition.

Computer Club-An opportunity for computer enthusiasts to meet and share information regarding computer technology. The club also works on the school district website and assists with the Celebration Assembly.

DCP/SAFE-A countywide coalition that promotes healthy lifestyles for students. Members from various DeKalb County schools meet monthly to plan prevention activities in each of their high schools and communities. This group is open to any student that wants to pledge to be a positive role model and take on the ideals of the coalition.

Activities: Red Ribbon Week, Seat Belt Safety Awareness, Great American Smoke Out, Violence Prevention, Operation Teen Safe Driving as well as Prom and Graduation Safety. Students are also active with the grade and middle school students.

Drama Club-This is an honorary organization. Students earn points for initiation by being involved in plays, musicals and speech team. Each point represents 10 hours of work. Working on a crew is required. A candlelight ceremony is held in the spring. **Activities:** The club earns money during the year to pay for initiation costs and a trip to a professional play in the spring. They also sponsor speech team members to camp. The club supports the fine arts at Sandwich High and in the community.

Fine Arts Club-The club gives students the opportunity to experience many genres of fine arts including: plays, musicals, instrumental concerts, and art exhibits. **Activities:** Students attend a variety of events, usually once or twice a month, in the Chicago area. They also co-sponsor the variety show. Although some assistance can be available, students must pay for their own tickets to each event.

Educators Rising-Promotes education throughout the school year with fundraisers and various activities.

History Club-This club deals with historical interest and interest in American politics. **Activities:** Usually two field trips per year. 1) To the madrigal dinner at NIU Holmes Student Center (a colonial or medieval theater in-the-round Christmas dinner). The second trip is to one of the historical societies in Chicago. There are no fund-raisers - students must pay for activities.

Math Team –Activities: Each year Sandwich High School competes in the I-8 Math Contest. The contest is divided into 11 different tests, nine of which consist of five students working individually, and the other two have teams of students working together. The individual team tests are Algebra 1 Linear Equations, Algebra 1 Word Problems, Geometry Right Triangles, Geometry Numerical Problems, Algebra II Systems of Equations, Algebra II Quadratics, Matrices, Trigonometry, and Partial Fractions. Medals are given for each category, and the school that earns the most points overall wins a trophy.

National Honor Society-NHS is a nationwide organization whose members excel in scholarship, leadership, character, and service. Members must have a 3.6 grade point average and must be either juniors or seniors. **Activities:** NHS holds induction of new members each fall. They sponsor the Dessert Theater at the fall play, blood drives and a spring field trip. They also participate in service projects throughout the year.

READ Club-READ Club is for people who love reading and the idea of libraries as a symbol of learning and community. Activities the club has participated in include reading and helping with projects at the elementary schools, library book displays, helping with high school library programming, field trips, and more. Our goal as a club is to promote books, libraries, and the positivity that comes from sharing a love of reading throughout the school district and community.

Scholastic Team-The club is for students who enjoy games like Trivial Pursuit and other academic mind games. This is a conference activity for varsity and junior varsity. There are tournaments for each team.

Students should have a strong interest in at least one of the following categories: math, science, English, music, art, history, sports, agricultural, home economics, industrial technology, or computers.

Activities: Practice sessions with lockout buzzer system, conference meets, and tournaments.

Science Club-Activities: Recycling of paper products, ink and toner cartridges, cell phones. Lab activities are held throughout the year and fundraisers are held to pay for supplies for the labs. Two teams attend Envirothon competition in the spring.

Spanish Club-Spanish Club seeks to increase cultural awareness of the various Hispanic cultures. **Activities:** Pot-Luck fiestas, holiday celebrations, annual field trip/s which may include tours, museums, and/or ethnic restaurants.

Speech Team-Speech Team is an individual events competitive team. We compete with other schools during Dec., Jan., and Feb., on Saturdays. There are 13 different events; a student may be double entered. All students can participate.

Student Council-A service organization that promotes school activities, spirit, and tradition. A student can become a member by attending eight consecutive meetings and serving on 3 committees. **Activities:** Homecoming, Carnation Sales, Post-Basketball Game Dances, Market Day, Concessions, Franklin Mall Food Drive, Matchmaker, Spring Fundraiser (Donkeyball, Dodgeball, etc.), Dress-Up Days, DCP/SAFE meetings and activities, Cystic Fibrosis Walk-A-Thon, Fox Valley Older Adult Luncheons, Christmas Caroling, and the Sledding Trip.

Student Leadership Initiative Program (SLIP)-SLIP is an adventure-based program for sophomores designed to develop and expand leadership skills. Five (5) students are chosen to participate from those who apply in early September. The team meets for a full school day each month (except Dec. and Jan.) with students from four (4) other schools. A significant portion of the time is spent outdoors meeting physical challenges. There will be an organizational meeting before each trip.

Teens Activating the Language of Kindness-T.A.L.K. is a full day in-school field trip that takes place during school hours. T.A.L.K. is designed to develop leaders by bringing together students from all segments of the school population so that bridges of mutual respect can be built. During the day, students can expect to be involved in small group activities that encourage students to make positive social decisions and assist in building a positive school climate that reduces the probability of bullying.

Worldwide Youth in Science and Engineering (WYSE)-WYSE is an academic competition team open to juniors and seniors with an interest in science, engineering, and technology. **Activities:** District, regional, and state contests are held beginning in February.

Writing Club-Writing Club encourages students to write, however, it is not a requirement for membership. Each year the members decide on their focus (i.e., literary magazine, newsletter, poetry and essay contests, writing for publication). Members should attend at least one meeting a month. Work on publications may be done outside the meeting time.

FINE ARTS

Fall Play, Spring Musical, Band, Chorus, Marching Indians, and Renegade Regiment.

SPORTS

Fall - Football (Boys), Volleyball (Girls), Cross Country (Both), Golf (Both), Soccer (Both)

Winter - Basketball (Both), Wrestling (Boys)

Spring - Softball (Girls), Baseball (Boys), Track (Both)

Dance Team and Cheerleading

Dance Team (Football & Basketball)

Football Cheerleaders (Varsity & Sophomore)

Basketball Cheerleaders (Varsity & Sophomore)

Competitive Cheer Squad (Varsity)

12.0 GOOD NIGHT RULE

Once a student leaves a school activity, he/she will not be readmitted to the activity unless accompanied by his/her parent/guardian, or authorized adult.

13.0 SCHOOL SPIRIT

The combined spirit of those individuals making up the school system must be kept positive if educational goals and objectives are to be met. Good school spirit does not happen, it is developed by each person's contributions of courtesy, pride and sportsmanship.

- Courtesy - Toward teachers and other adults, fellow students, and officials of school athletic activities.
- Pride in everything our school endeavors to accomplish and has accomplished.
- Sportsmanship - The ability to win and lose gracefully.

14.0 STUDENT RIGHTS

Students, as citizens of the United States, are guaranteed certain individual rights and have corresponding individual responsibilities. Parents/guardians, teachers, and administrators have a responsibility to protect the rights of students while maintaining an educational atmosphere conducive to the teaching and learning process. The concept of balancing the rights of the individual with the rights of society is as valid in the educational community as in the larger community. There are certain special responsibilities required of a citizen who is a student in school. The primary aim of education in the United States is to develop the talent of each student. This will enable each individual to contribute to the general welfare of our society. A fundamental democratic ideal is that the individual and society will find fulfillment in one another. The idea is to weave together personal needs with public good.

All students have the right to know their academic standing in each subject.

All students have the right to review their permanent records with appropriate school officials. The records contain grades, test scores, and attendance records.

All students have the right to be treated respectfully by other students and staff members.

Participation in appropriate extra-curricular and interscholastic activities is a privilege and not a property right. Students should check with sponsors on scholastic eligibility and other requirements of participation.

All students have the right to expect all conversations and associations with school personnel to be free of ridicule or abuse.

All students have the right to know the substance of all rules and regulations of the school that apply to students.

Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges. A pre-suspension conference is not required and the student can be immediately suspended or removed from the educational process when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as possible. Any suspension shall be reported as soon as possible to the student's parent/guardian. A written notice of the suspension shall state the reasons for the suspension, including any school rule or policy, which was violated, and notice to the parent/guardian of their right to a review of the suspension. If the student denies the charges, an explanation of the evidence held by school authorities will be presented to the student, and he/she will have an opportunity to present his/her side of the story.

All students have the right of due process of law when faced with possible suspension/expulsion.

The suspension or expulsion must be a reasonable form of punishment for the rule or regulation violated and will be administered in accordance with the District's discipline policy and procedures. When expulsion is contemplated, the student and his/her

parents/guardians will receive timely and adequate written notice of the charges. They will have a reasonable opportunity to prepare for and meet them. An orderly hearing by a hearing officer or board of education (in keeping with the subject matter) will be held, and the student will have the opportunity of representation by counsel (at student's cost), the right to call and examine witnesses, and the right to cross-examine opposing witnesses. The hearing officer or board of education will make a transcript of the proceedings and the student will be furnished with a copy upon request.

The school board, after a review of the hearing, will decide whether or not to uphold/reverse a suspension and/or expel the student. Hearing requests must be made in writing within ten (10) school days from the day the student was suspended.

15.0 STUDENT RESPONSIBILITIES

- To become informed of and adhere to reasonable rules and regulations established by local boards of education and implemented by school administrators and teachers.
- To respect the rights and individuality of other students and school administrators and teachers.
- To refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
- To dress and groom in a manner that meets reasonable standards of health, cleanliness, and safety.
- To be punctual and present in the regular or assigned school program to the best of one's ability.
- To refrain from gross disobedience or misconduct or behavior that materially and substantially disrupts the educational process.
- To maintain the best possible level of academic achievement.
- To respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school-sponsored activities.

This code of conduct applies to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline in the schools.

16.0 ATTENDANCE POLICY - ILLINOIS SCHOOL CODE

NO NOTES WILL BE ACCEPTED FOR A STUDENT'S ABSENCE.

All aspects of the operation of Sandwich High School comply with the regulations stated in the Illinois School Code. Any situation that arises during the operation of the school may be addressed in this handbook, the Illinois School Code or both.

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

SCHOOL ATTENDANCE

The district's educational program is built on the premise that regular attendance is vital to a student's success. Seeing that a student maintains regular attendance requires a cooperative effort among students, parents/guardians and school personnel.

REPORTING AN ABSENCE

When a student is absent from school, the office must be notified by phone on the date of the absence no later than 10:00 am in order to be excused. If a phone call is not received by 10:00 a.m. the absence will be considered UNEXCUSED. The office can be reached at the following number, (815) 786-2157 (Ext. 1). Please use the extension called Attendance. **NOTES WILL NOT BE ACCEPTED FOR A STUDENT'S ABSENCE** unless it is a doctor's note. School administration will determine if an absence is excused or unexcused. All absences count towards the 7 day limit (unless a doctor's note is provided). Once a student has accumulated 7 days of absences, medical excuses will be required for each absence beyond the day 7, or those absences will be considered unexcused (See truancy policy). If a doctor's note is to be used for the entire year, a new note must be submitted each academic year. **For more information see the homework request section.**

VALID CAUSES FOR ABSENTEEISM

In keeping with Section 26-2a of the Illinois School Code, this district considers the following circumstances to be valid causes for a student's absence (students with over seven absences will be required to produce a doctor's note in order for the absence to be excused.):

- Illness (medical documentation will be required for chronic absences)
- Observance of a religious holiday
- Death in the immediate family
- Family emergency (must be approved by the school administrator)
- Students sent home from school with a fever of 100 degrees or higher may return to school when they are fever free for 24 hours without the use of a fever reducing medicine
- Circumstances that cause reasonable concern to the parent/guardian for the safety or health of the student as determined by the school administrator.

ANTICIPATED ABSENCES

Excused absences will be granted for medical, dental, and legal business as well as other parental requests made in advance. When full-day absences are anticipated, students must fill out a teacher notification form (at least 2 days in advance) and obtain the appropriate signatures. It is the responsibility of the student to request his/her assignments. It is at the teacher's discretion whether or not to provide homework. Students will turn in all missing work in a timely manner, having one day for each day they are absent. All absences count towards the 7 day limit. If a student is unable to request homework in advance, homework will be provided when they return.

After a student is required to produce a doctor's note, anticipated absences (without a doctor's note) are no longer excused and will be marked unexcused. If an absence is unexcused the student will receive zeros for all assignments, quizzes, tests, etc.

Signing in Late

If a student arrives after 8:05 am, the student will need to sign in the office prior to going to class. Failure to do so will result in the student being counted as unexcused from any classes missed. The following

are examples of unexcused tardies to school, but are not limited to:

- personal grooming appointments not related to medical conditions
- automotive maintenance
- employment during school hours when not related to a high school educational program
- oversleeping

Students who arrive by 11:42 am are considered absent for ½ day for attendance purposes. Students who arrive after 11:43 am are considered absent the entire school day for attendance purposes.

The administration reserves the right to modify the above examples as needed.

Signing out Early

If a student needs to leave school early for any reason, the student will need to sign out in the office. He or she will need to be signed out prior to leaving the building. Failure to do so will result in the student being counted as unexcused from any classes missed.

Students who leave prior to 10:48 am and do not return to school are considered absent for the day with regards to attendance. Students who sign out after 10:49 am and do not return to school are considered absent ½ day with regards to attendance.

Tardy to School

Students need to be in class no later than 8:00 am. Students that arrive after 8:05 am will be considered unexcused and sent to the office for disciplinary consequences. Upon receipt of the 4th incident of detention for tardy/late to school, the student will be eligible for a 2-hour detention or ISS.

Classroom Tardies

Students are expected to be on time for each class. (A passing time is given to allow students to go to their locker, use the washroom, etc.) Students will receive one tardy to class, if less than 5 minutes, per semester without consequence. All further consequences will be dealt with by the individual teacher. Classroom tardies of over 5 minutes will be dealt with by the administration. Chronic tardies will result in

additional disciplinary action.

SANDWICH SCHOOL DISTRICT TRUANCY POLICY

Potential problems need to be identified and names must be referred to the building administrator. Teachers, nurses, counselors, social workers and the secretary in charge of attendance are the main sources for identification of problems. The building principal should work with the head secretary on how to monitor and refer absences.

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

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

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

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

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

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

(This excerpt is as it appears in the IPA handbook. This wording could replace some of what follows)

Absences

Examples of unexcused absences include, but are not limited to, the following:

- personal grooming appointments not related to medical conditions
- automotive maintenance
- employment during school hours when not related to high school educational program
- oversleeping
- every three accumulated tardies
- absence if a doctor's note is required and not received within a reasonable amount of time as determined by the administration
- student cuts

Determination of excused absences will be made by the administration. The administration can deviate from these guidelines depending on individual circumstances.

In all unexcused absences the following guidelines will be followed for grading purposes:

- No make-up work for unexcused absences. This includes tests and quizzes. The administration and faculty will communicate and may, on an individual basis, work with students who have unexcused absences to complete work for full or reduced credit.
- If a student is considered a truant by the standard set by the State of Illinois, then credit will be given for work missed if made up within two days of the missing day the homework was assigned. This only applies to the days missed after the student is officially designated as a truant.

Students shall be permitted no more than seven (7) excused absences, including vacations, for the year based upon parental/legal guardian confirmation for the reason of the absence. After the student has been excused seven times in one or more of his/her classes during a school year, additional excused absences for illnesses may only be verified through a written medical statement from a physician. Other excused absences will be limited to death in the family, a family emergency requiring the absence of the student (this must be approved by the administrator at the building level), religious reasons

that prohibit attendance for a given time or other reasons determined by the administration. The parent/legal guardian must verify the reasons for such absences. If a student is sent home due to illness documented by school personnel or if a student absence is verified by a doctor's excuse before the student has reached the limit of seven days (or classes) of excused absences, that absence will not count toward the seven days permitted by this section. If the student was sent home by school personnel due to a fever, he/she will not be penalized with an unexcused absence and will not count toward the 7 parent excused absences. If the student was sent home due to a fever of over 100 degrees they must be fever free for 24 hours before returning to school. All doctor notes need to be turned into the office in a timely manner or the administration has the discretion not to accept the doctor note. A letter from the school will provide notice that the seven absences has been met or exceeded.

When a student reaches 3 unexcused absences, a letter will be sent to the parent/legal guardian warning of future consequences related to attendance. At 5 unexcused absences, the student will be referred to the DeKalb County Truancy Office for intervention. These five (5) days can take into account the previous 180 school days.

When counting unexcused absences, the district will count back 180 school days i.e. unexcused attendance days from the previous year will be counted towards the student's current school year attendance records. When requested, the student will be required to provide a doctor's note. Notes and letters will be placed in the student's temporary file.

Each building principal or designee will compose a letter at the end of the year. The letter should list all students identified with a truancy problem through referral. This list should list the student's name, attendance record, and all interventions to date. The list will be forwarded to the building principal responsible for the student in the following school year.

Definitions:

TRUANT – a student subject to compulsory school attendance and who is absent without valid excuse from a regular attendance day or any portion thereof. (105 ILCS 5/26-2a).

CHRONIC TRUANT – a student subject to compulsory school attendance and who is absent without valid excuse for 5% or more (9 or more unexcused absences) of the previous 180 regular attendance days. Chronic truants may be petitioned to court by the Regional Office of Education through the DeKalb County State’s Attorney’s Office for Truancy or Educational Neglect. (105 ILCS 5/26-2a).

POTENTIAL DROPOUT – a student subject to compulsory school attendance and whose absences or pattern of school attendance impedes the student’s learning or contributes to the student’s failure to meet the Illinois Learning Standards and/or district learning standards. (23 Ill. Adm. Code 205.20(b)(4)). This state definition and the following guidelines are used as protocol in admitting DeKalb County students to the credit recovery program through the Truancy Intervention Program (if available).

Resources and Supportive Services

The following resources and supportive services are available to students with attendance problems and their parents/guardians:

- Conference with school personnel
- Counseling services of school counselors or social workers and psychologists
- Placement in alternative educational program
- Referral to community agencies for appropriate services

Truancy Ordinance-City of Sandwich

We all know optimal learning takes place when students attend school on a regular basis. When students are not in school on a regular basis and the absences are unexcused, the DeKalb County Regional Office of Education intervenes. To assist with their intervention, the City of Sandwich has approved a truancy ordinance reinforcing the importance of students attending school on a daily basis. For additional information, please refer to the City of Sandwich Truancy Ordinance located on their webpage (section 50-134).

Indian Valley Vocational Center Attendance (IVVC)

Students are encouraged to attend IVVC on days that SHS is not in session. However, students are only required to attend IVVC on the days SHS is in session. Students will be required to make up work for all days that IVVC is in session. In addition to IVVC rules, students are expected to also adhere to SHS rules while enrolled in an IVVC program/job site. Indian Valley Vocational Center has different morning and afternoon start times. Students are expected to follow these times. These times may require students to arrive or leave lunch early.

If a student is not present on an 11:05 a.m. dismissal day, it will be recorded as a full-day absence.

Agriculture Program (Somonauk) Attendance

Students are encouraged to attend Somonauk Agriculture classes on days that SHS is not in session. However, students are only required to attend Somonauk agriculture classes on days SHS is in session. **Students will be required to make up work for all days that Somonauk is in session.** Students enrolled in Agriculture classes at Somonauk High School are responsible for getting to the bus on time. Students that miss the bus will be counted absent for those days. Excessive absences will result in removal from the program.

Homework Request

Homework may be requested on the second day a student is absent by contacting the office no later than 10:00 a.m. Assignments may be picked up in the guidance office at 3:00 p.m. Homework requests for more than 2 days may be picked up the following day. Students with an anticipated absence can request their own homework from their teachers before the absence begins. Upon returning to school, students will have one day per day missed to complete missed work even if the homework was requested in advance. If an assignment was due on a day a student misses, they will be expected to turn that assignment in when they return to school (individuals should speak with their teacher if special arrangements need to be made due to a more serious medical condition, which excludes a student from working when home from school). If needed, the administration can make adjustments to these guidelines.

Students that miss 5 days in a row should work with their teachers to set up a schedule to turn homework in and complete all classroom assignments on a timely basis.

Homebound Tutoring

If a student is going to miss at least ten days of school for medical issues, a tutor may be available to assist the student with school work. Please contact the guidance office for more assistance.

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

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

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

For information on home or hospital instruction, contact the School Counselor's office.

Specific High School Concerns

Students who fail to attend without valid cause, who are at least 17 years of age and who are absent ten consecutive school days shall be dropped from the attendance rolls. These days do not include out-of-school suspensions.

17.0 FOREIGN EXCHANGE STUDENT

Sandwich High School recognizes the positive impact foreign exchange students have on the entire student population. The school permits one foreign exchange student per year from the Sandwich Rotary Club. SHS reserves the right to accept or decline students from other organizations.

18.0 CLOSED CAMPUS

During regularly scheduled lunch periods and non-assigned class periods, all students are to remain on the school grounds. **Students are not to leave the school building or be in the parking lot without permission.** Students are not allowed to go to their car during the school day. Students leaving the building to participate in educational programs are to be out of the building by the time the tardy bell rings. Students will be permitted to leave the campus during the school day for the following exceptions:

- To participate in instructional programs at IVVC. Students are not allowed to drive to IVVC for any reason without a signed administrative/parental permission form (available in the office; must be filled out in advance). Failure to adhere to this policy will result in loss of driving privileges or suspension.
- To participate in scheduled work-study programs.
- To walk or be driven home only by a parent/guardian for their noon meal. A signed letter of approval must be filed with the administration requesting this exception.

19.0 DRESS

Student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. In District 430, dress and hygiene are important components of an overall positive learning environment that prepares students for operating in a professional and educational setting. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender

expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

- All students are able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- Student dress code enforcement will not result in unnecessary barriers to school attendance.
- School staff will use student/body-positive language to explain the code and to address code violations.
- Teachers focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Reasons for conflict and inconsistent and/or inequitable discipline are minimized whenever possible.

Our student dress code is designed to accomplish several goals:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as science class (eye or body protection), dance (bare feet, tights/leotards), or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing, shoes or accessories with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing, shoes or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.
- Prevent students from wearing clothing, shoes or accessories that will interfere with the operation of the

school and/or classroom environment, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.

- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.
- Ensure that all students are treated equitably regardless of race, sex, gender identity, disability, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

The district has established the following guidelines: Basic Principle: Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. However, cleavage should not have coverage requirements. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

1. Students Must Wear*, while following the basic principle above:
 - a. A Shirt (with fabric in the front, back, and on the sides under the arms), AND
 - b. Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
 - c. Shoes.
 - d. Clothing must be suitable for all scheduled classroom activities, including physical education, science labs, and other activities where unique hazards exist.
2. Students May Wear (as long as it does not violate #1)

- a. Hats facing straight forward or straight backward. Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff. Teacher discretion on allowing students to wear hats/hoods in their classroom.
 - b. Religious headwear
 - c. Hoodie sweatshirts (wearing the hood overhead is allowed, but the face and ears must be visible to school staff).
 - d. Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
 - e. Ripped jeans, as long as underwear and buttocks are not exposed.
 - f. Tank tops, including spaghetti straps; halter tops
 - g. Athletic attire
 - h. No visible waistbands on undergarments but visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).
 - i. Students may wear a medical mask if they choose to.
3. Students Cannot Wear
- a. Violent language or images.
 - b. Images or language depicting drugs or alcohol (or any illegal item or activity).
 - c. Hate speech, profanity, pornography.
 - d. Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
 - e. Any clothing that reveals visible undergarments (NO visible waistbands but visible straps are allowed)
 - f. Swimsuits (except as required in class or athletic practice).

- g. Accessories that could be considered dangerous or could be used as a weapon.
- h. Any item that obscures the face or ears (except as a religious observance) or as described in #2 letter I.

4. The Dress Code Policy is subject to change due to IDPH COVID Protocol.

20.0 BOOKBAGS/BACKPACKS/SPORT BAGS

Bookbags, backpacks, and sport bags create a safety concern in the classroom. While such bags are necessary to carry books, sports equipment, and other items to and from school, they are not appropriate for use in the classroom. Therefore, they are not permitted in the classroom during the school day (unless with teacher permission) and are expected to be stored in student lockers while at school.

21.0 HONOR ROLL 3.6... GO FOR IT...

One of the highest academic honors that can be achieved is to be placed on the honor roll. The Sandwich High School curriculum, including those at the Indian Valley Vocational Center and Somonauk High School (agriculture program), should count as equal when determining grade point averages. Classes taken at Waubensee Community College or through on-line courses will not be counted toward GPA. There are two honor distinctions made at the conclusion of each grading period:

- Straight "A" High Honor Roll
- Regular Honor Roll for students who have attained a minimum GPA of 3.20.

Students who earn a 3.6 cumulative grade point average (GPA) during the school year will be awarded an academic letter. Students who achieve a 3.6 cumulative GPA any year thereafter will be awarded a lamp of learning pin.

22.0 NATIONAL HONOR SOCIETY

- To be eligible for membership, the candidate must be a member of the junior or senior classes. Candidates must have been in attendance at Sandwich High School the equivalent of one semester.
- Candidates must have a cumulative grade point average of at least 3.6 on a 4.0 scale. The difficulty level of courses will also be considered in evaluating scholastic eligibility. Each student eligible, based on his/her scholastic average, will be given a student information sheet to complete. The three criteria considered in addition to scholarship are leadership, service, and character.
- The selection of members to the chapter shall be by a majority vote of the faculty council. Neither the principal nor the chapter advisor shall serve as voting members of the faculty council.
- Appeals regarding non-selection shall be made in writing to the principal.

23.0 GUIDANCE AND COUNSELING

Sandwich High School provides counseling and guidance services for students. Parents/guardians and students are encouraged to make appointments for conferences with the principal, counselor, social worker or teachers. It is the hope of the Sandwich High School staff and administration that each and every student receives a positive educational experience. Only with combined efforts can academic problems, career planning, and personal problems related to school be dealt with in such a manner that will be beneficial to the student.

- The Sandwich Teacher Assistance Team (STAT) at Sandwich High School includes: school psychologist, school social worker, school nurse, building principal, regular education and special education teachers, and other faculty as appropriate. These professionals are available to students to provide services beyond the scope of the normal classroom. Both parents/guardians and/or teachers may request STAT services for any student. Parents/guardians may contact the school for information.
- Counseling services – Counselors are trained to educate and assist students in the process of learning more about themselves and others. This includes helping students with personal

problems by examining his or her needs and evaluating all options for potential solutions. Students are encouraged to set up a meeting to talk with their assigned school counselor or social worker.

- Educational information – Counselors will assist students with educational planning at any point in their high school career. Catalogs from major colleges, universities, and trade schools are maintained by the counselors. Scholarship opportunities are also available in the Guidance Office. Students are welcome to come in before or after school or during study hall to examine these materials.
- Occupational information – If students need help in career planning or in securing specific information concerning occupations, the student should see the counselor for more information.
- Course selection for the next school year will take place during the first semester of the school year. This process will involve choosing appropriate classes. The counselor will serve as a resource person, providing the required information for making final selections.
- Testing - The testing program of Sandwich High School is designed to help the student understand his/her capabilities of achieving future goals. Testing may be used to identify the student's strengths and weaknesses and can be helpful in curricular, extra-curricular, and vocational planning. School-administered tests are tools to be used along with grades, teacher evaluations, and other useful information.
- A resource guide providing contact information for various organizations can be found on the Sandwich High School website under the resource tab.

24.0 STANDARDIZED TESTING

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including the following: SAT (Graduation Requirement), PSAT 8-9, PSAT 10, ISA.

Parents/Guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the

school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

- Encourage students to work hard and study throughout the year;
- Ensure students get a good night's sleep the night before exams;
- Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
- Remind and emphasize for students the importance of good performance on standardized testing;
- Ensure students are on time and prepared for tests, with appropriate materials;
- Teach students the importance of honesty and ethics during the performance of these and other tests;
- Encourage students to relax on testing day.

25.0 MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

Sandwich CUSD 430 continuously searches for ways to improve MTSS. A Multi-Tiered System of Support (MTSS) is a data driven framework that aims to reach the whole child: academically, socially, and emotionally. MTSS is a way of organizing instruction and intervention to help all students and promote early identification of students who are in need of additional academic or functional supports to be successful. MTSS relies on monitoring student progress and making continuous improvements based on that data. MTSS is an ongoing process that invites and values the participation of all stakeholders.

In MTSS, integrated academic and social-emotional instruction and intervention is delivered to students in varying intensities (multiple tiers) based on student need. "Need-driven" decision-making seeks to ensure that district resources reach the appropriate students (schools) at the appropriate levels to accelerate the performance of all students to achieve and/or exceed proficiency.

In order to promote a learning environment conducive to learning, Sandwich CUSD 430 strives to identify training / professional development needs related to four general areas: (a) Building positive relationships; (b) creating supportive environments; (c) social

emotional teaching strategies; and (d) individualized intensive interventions.

MTSS is...

Multi-Tiered System of Supports (MTSS) is a framework for integrating levels (or tiers) of academic and behavior support to promote the success of all students. Some aspects of MTSS are sometimes referred to as RTI, or response to intervention which refers to how a student responds to instruction and intervention support. The ultimate goal of a MTSS is to provide high-quality instruction and the degree of support each student needs to be successful.

MTSS is NOT...

MTSS is not a special program, class, or intervention, but rather a way of organizing instruction and intervention to help all students and promote early identification of students needing additional academic or behavioral support to be successful. MTSS is also used to help identify students who may need special education.

Some of the main parts of MTSS at our schools are:

Universal Screenings:

Universal screenings are assessments given to all students that are used to determine who may need further instructional interventions beyond the core curriculum. In Sandwich, students in grades K-8 are screened in math/early math and reading/early literacy using FASTBridge three times a year.

Also, teachers (K-8) rate students on social-emotional-behavior functioning twice per year using the SAEBRS (Social, Academic, and Emotional Behavior Screener) out of FASTBridge. Students in grades 2-12 also take a brief self-rating scale called mySAEBRS two to three times a year. These social-emotional screeners may identify students who are struggling in this area.

Progress Monitoring:

Progress-monitoring is a process used to assess students' performance and evaluate the effectiveness of instruction and/or interventions. Progress-monitoring tools such as FASTBridge and other methods of data collection are given more frequently than Universal Screening tools and are used to monitor growth for students who are participating in interventions (K-8).

Data Days:

Teachers and Specialists in grades K-8 participate in MTSS data days several times per year. MTSS data days give our teams a chance to review each student's progress. Our goal is to ensure that ALL of our students are growing socially and academically. We carefully review multiple pieces of data such as FASTBridge scores and classroom performance to determine if our students need additional supports to be successful.

Intervention:

Students in grades K-8 have set times of day to receive interventions. During this time, classroom teachers and specialists work together to provide reading, math, and social-emotional-behavior interventions to students who were identified through the universal screening and MTSS data day processes.

Tiered Instruction/ Intervention:

In MTSS, instruction and intervention are sometimes referred to as "Tiers".

"Tier 1" includes the instruction and intervention that ALL students receive, such as the district's core academic and social-emotional curricula.

"Tier 2" is often used to describe when a group of students are receiving additional intervention, such as an intervention group in the classroom or through the support of a specialist.

“Tier 3” is often used when a student requires more intensive or individualized supports. This may look like a student receiving a longer time of intervention during their day, more one-on-one intervention, a more intensive intervention than Tier 1 or Tier 2, and/or when in-depth discussion and problem-solving occurs amongst stakeholders about a student’s needs.

As mentioned above, MTSS is also used to help identify students who may need special education. Most often when this occurs, a student has received “Tier 3” intervention and the stakeholders decide additional evaluations are required to determine if there is a need for special education services.

Social- Emotional Learning (SEL):

Students in K-8 receive regular lessons on social-emotional learning (SEL) using the Second Step program. Second Step is a research-based, teacher-informed, and classroom-tested curriculum to promote the social-emotional development, safety, and well-being of children from Early Learning through Grade 8. A combination of social workers, school psychologists, and PE teachers currently implement Second Step using the most recently updated digital version.

At the high school level, Habitudes will be presented by each high school Advisory Teacher. Habitudes combine images, relatable stories and experiences into leadership development curriculum and lesson plans that resonate with today's young adults, equipping them to navigate through life's challenges and opportunities. The following Units will be presented: Character, Choosing Battles, Discipline, Personal Relationships and Responsibility.

The high school also implements the T.A.L.K. program. T.A.L.K. stands for Teens Activating the Language of Kindness. T.A.L.K. is a full day in-school field trip that takes place during school hours. T.A.L.K. is designed to develop leaders by bringing together students from all segments of the school population so that bridges of mutual respect can be built. During the day, students can expect to be involved in small group activities that encourage students to make positive social

decisions and assist in building a positive school climate that reduces the probability of bullying.

26.0 SPECIAL EDUCATION

Special education services are available to those students who have been determined to have a disability that requires additional services to be successful in the educational setting. Students will be served in the least restrictive environment. The special educator may go into the classroom or provide pull-out services in a small group or on an individual basis depending on the student's needs.

Request to Access Classroom or Personnel for Special Education Evaluation or Observation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent/guardian or child.

For further information, please contact the school principal.

Discipline of Students with Disabilities

The school will comply with the Individuals with Disabilities Education Act (IDEA) when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

Sandwich Schools each have a Pupil Personnel Service Team (PPS Team): These teams are made up of the parent/guardian, Director of Student Services, the school psychologist, the school speech/language clinician (as needed), the school social worker, the

classroom teacher, a special educator, building principal, and the school nurse. The PPS teams at each school meet, as needed, to discuss children who have been identified by the Teacher Assistant Team (STAT) as having concerns that cannot be remediated using the MTSS process. Based on a recommendation from the PPS team, and written agreement from the parents/guardians to proceed, a case study evaluation may be conducted. Not all PPS Referrals will end in a case study evaluation.

Eligibility: After a full case study evaluation, an Eligibility Review will be conducted. At this meeting, the IEP Team (the PPS team members), will determine, based on the information gathered, if a child qualifies for special education services. Qualification/eligibility for special education services will depend on whether or not a specific disability is identified and if that disability has an adverse impact on the child's ability to be successful within the regular education setting without the provision of special education services. If the child qualifies, an Individual Education Plan (IEP) will be developed. The IEP will outline the program that will best meet the academic and/or behavioral needs of the students. If the child does not qualify for the special education services, other interventions and strategies may be presented to the parents/guardians and teacher. Parental consent must be obtained by the school (1) before Special Education testing may take place and (2) before a child receives any Special Education Service.

Medicaid Data Release – Special Education Students Only-Annual Notice

If your child receives special education services and is also Medicaid eligible, District 430 can seek partial reimbursement from Medicaid for health services documented in your child's Individualized Education Program (IEP). Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students.

The reimbursement process requires the school district to provide Medicaid with your child's name, birth date and Medicaid number. Federal law requires annual notification of our intent to pursue this reimbursement opportunity.

If you approve of the release of information to Medicaid, do nothing. If you object to the release of information to Medicaid, now or at any time in the future, please state your objection in writing and forward it to the district special education director.

Your continued consent allows the district to recover a portion of the costs associated with providing health services to your child. Regardless of your decision the district must continue to provide, at no cost to you, the services listed in your child's IEP.

Related Service Logs

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the child's IEP and the minutes of each type of related service that has been administered. The school will provide a child's parent/guardian a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

School Visitation Rights

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

Section 504: Students with disabilities who do not qualify for an individualized education program, as required by the federal – Individuals with Disabilities Education Act and implementing provisions of this code, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child has a physical or mental impairment that substantially limits one or more major life activities, or has a record of a physical or mental impairment. For further information contact: Office of Student Services 600 S. Wells St. Sandwich, IL 60548 Office # 815-786-6851 Fax # 815-786-1628.

27.0 DIRECTORY INFORMATION - Press Releases

Information that will be designated as directory information will include:

- Identifying information, names, addresses, gender, and grade level
- Academic awards, degrees, honors, and pictures
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study and period of attendance in the school

Such information may be released to the general public, unless a parent/guardian requests that any or all such information not be released on his/her child. Such a request should be made in writing to the high school administration. Please refer to sections 23.0 for further information.

All rights and privileges accorded to a parent/guardian under this act shall become exclusively those of the student upon his/her 18th birthday, graduation from secondary school, marriage, or entry into military service, whichever occurs first.

28.0 RELEASE AND ACCESS OF INFORMATION

Sandwich High School will grant access to information contained in school student records to persons authorized or required by state or federal law.

- Such person shall provide the school with appropriate identification and a copy of the statute authorizing such access.
- Sandwich High School will grant access to, or release information from, school without parental consent or notification:
 - To an employee or official of School District #430, or the State Board of Education who has a current interest in the student and the records are in furtherance of such interest.
 - To any person for the purpose of research, statistical reporting, or planning provided that such person has the permission of the State Superintendent of Education and no student or parent/guardian can be identified from the information released.

- o Pursuant of a court order provided that the procedures outlined in Ill. Rev. Stats. 1975, 105 ILCS 10/6(a) (5) is observed.

Any release of information other than specified above requires the prior specific, dated, written consent of the parent/guardian designating the person, to whom such records may be released, the reason for the release and the specific records to be released.

Parents/guardians and students should be aware that when they have made a request for records to be sent that they have the right to inspect and copy such records, to challenge the contents of such records, and to limit any such consent to designated records or designated information within the records.

Upon graduation from Sandwich High School, all temporary student records will be destroyed after a five-year period. Upon request of another school where a Sandwich High School student has enrolled or intends to enroll, the following information will be sent: grades, test scores, health and attendance records, and basic identifying information. Parents/guardians have a right in both of the above cases to copy, before destruction or before being sent to the new school. Student records will be reviewed every four years or upon a student's change in attendance centers, whichever comes first.

29.0 STUDENT SCHOOL RECORDS

Sandwich Community Unit School District #430 keeps records of its students in two files, a permanent record file and a temporary file. Records are kept in compliance with the Family Educational Rights and Privacy Act of 1974 and the Illinois School Student Records Act of 1975.

Definition of Student Records:

A student records is any record that contains personally identifiable information or other information that would link the document to an individual student if it is maintained by the district, except records kept: (1) in a school staff member's sole possession destroyed not later than the student's graduation or permanent withdrawal, and not accessible or revealed to any other person except a temporary

substitute teacher, or (2) by law enforcement officials working in the school.

The Policy also provides timelines for the destruction of records. Parents/guardians will be notified of the destruction schedule of the student's records at the time of graduation, transfer, or permanent withdrawal from the District. Permanent records are kept for sixty (60) years. Temporary records are kept for the period of their usefulness to the student and the school, but in no case less than five years after the student leaves the District. Student records are reviewed by the district every four (4) years or when a student changes attendance centers. A parent has the right to copy any student record, or information contained in it, proposed to be destroyed or deleted.

Maintenance of School Student Records:

The district maintains two types of school records for each student: a permanent and a temporary record.

Student Permanent Record:

The student's permanent record consists of:

- Basic identifying information
- Academic transcript, report cards, grade-level achievement
- Attendance record
- Accident and health reports
- Scores received on the Prairie State Examination (Retired in 2014)
- Information pertaining to release of this record
- Honors and awards received
- School-sponsored activities and athletics

No other information shall be placed in the permanent record. The permanent record shall be maintained for at least 60 years after the student graduated, transferred, or withdrew.

Student Temporary Record:

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

- Family background information
- Intelligence and aptitude
- Psychological reports

- Achievement test scores, including, but not limited to, scores on the Illinois Standards Achievement Test, PARCC, ACT and SAT
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Disciplinary information, specifically including information regarding an expulsion, suspension, or other punishment for misconduct involving drugs, weapons, or bodily harm to another
- Special education materials: current I.E.P. and M.D.C.
- Verified reports or information from non-educational persons, agencies or organizations
- Verified information of clear relevance to the student's education
- Information pertaining to release of this record
- Record of release of temporary record information

Information in the temporary record will indicate authorship and date. The district will maintain the student's temporary record for at least five years after the student graduated, transferred, or withdrew.

Inspection of Student Records:

- Parents/Guardians have the right to inspect, challenge, and copy their child's records until the student attains 18 years of age
- Students have the right to inspect, copy, and release their permanent record
- Students will not have access to their temporary records without parental permission until they attain 18 years of age
- Student records will be made available to parents/guardians or eligible students within fifteen (15) school days from the time a written request is received
- When parents/guardians or students inspect the records, a qualified staff member will be present to interpret the information contained in these records
- Copies of student records will be provided to eligible parents/guardians and students upon written request. The school will charge a fee determined by the Board of Education
- Non-custodial parents/guardians have the same rights as custodial parents/guardians unless specifically denied by a court order
- 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 an individual of any information from the student's temporary record which such individual may obtain through the exercise of any right secured under the School-Student Records Act

Right to Control Access of Student Records:

District #430 will release student records to an official record 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, upon written request, inspect, copy and/or challenge such information. If parents/guardians do not respond within ten (10) days to the notice of their right to inspect, copy, or challenge information to be transferred to another school, the records will be forwarded to the requesting school.

Access to Records without Parent/Guardian Consent:

District #430 staff members who have a current and legitimate educational interest in the student records will have access to a student's permanent and temporary records.

- 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 and will notify parents/guardians in writing regarding the judicial order and the information so provided
- 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 will be personally identified from the information released
- Information may be released to appropriate persons if such information is necessary to protect the health or safety of the student or other person.
- Records of eighth grade students entering high school will be sent from the middle school to the high school attendance center. This transfer of records will be completed by July 1, following the

completion of grade 8

- Under article 9528 of the ESEA (20 U.S.C. article 7908) directory information is available upon request to military recruiters.

School “directory information” may be released by the district’s discretion. Directory information includes:

- Name, address, gender, grade level, birth date, birthplace, and parent/guardians names and addresses
- Academic awards, degrees, or honors
- Period of attendance in the school
- Information in relation to school-sponsored activities, organization, and athletics

If you do not want directory information released, you must tell the principal in writing what types of directory information you do not want released. That written notice to the principal must be received no later than September 15 of each year or within 30 days of receiving this annual notice.

Challenge Procedures:

- Parents/guardians have the right to challenge the accuracy, relevance or propriety of any entry in their child’s records, exclusive of grades
- 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
- The records custodian will conduct an informal conference with the parents/guardians within fifteen (15) school days of the receipt of the written challenge
- If the challenge is not resolved by the informal conference, formal procedures may be initiated in accordance with Rules and Regulations to Govern School Records, Article IX, Section 9.03 and 0.04

Annual Notice to Parents/Guardians Concerning Student Records:

State and federal law gives parents/guardians (and students over 18 years of age) certain rights concerning the student’s school records. These rights are listed below.

- You have the right to look at your school records. To look at your records, you should give the principal a written request listing the records that you want to see. The principal must allow you to see the records within 45 days from receiving your request
- You have the right to request changes in your school records if you believe the records are inaccurate, misleading, or that they violate your privacy rights. If you want to change your records, you should tell the principal in writing what you want changed and why you think it ought to be changed. If the principal agrees with you, your records will be changed. If the principal disagrees with you, you may request a hearing
- You have the right to let other people see your school records; however, the law allows some people to see your records without your consent. For example, a school district employee or adult volunteer may see your records if they need information to do their job as an employee or volunteer
- You have the right to file a complaint with the U.S. Department of Education if you believe the school has violated any of your rights with respect to school records. If you have a complaint, send it in writing to:

Family Policy Compliance Office:
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

Both parents/guardians have a right to see the school records of their child unless there is a certified copy of a court order on file at the school that specifically denies the right to access to school records. Copies of school records are available for a minimal copying charge.

If you have any questions about these rights, please contact your school office.

30.0 REGISTRATION REQUIREMENTS

It is imperative that you complete all of the registration information before your child's entry to school each year. Registration may be completed online using the Tyler Parent Portal at <https://sdm.sisk12.com/SAN360x3/login> or by printing the forms from

the Sandwich CUSD #430 website at www.sandwich430.org/parents/forms. Once forms are completed and returned to your child's attendance center or submitted through the Tyler Parent Portal, registration is complete. Parents/Guardians(s) are obligated to provide the school with a home or cell phone number and an emergency number.

Persons listed must be made aware of and given consent to have their name and telephone number listed under this emergency category. We ask that all persons listed be within reasonable proximity to the school district.

31.0 COURSE SELECTION INFORMATION

List the courses you plan to take next year (Check next page for requirements) and determine your total credit count. Freshmen, sophomores, and juniors must carry a minimum load of 6 credits per year.

All seniors must enroll in a minimum of five classes plus P.E. per semester unless the student meets the requirements for P.E. exemption. In certain circumstances a senior will be required to choose a class instead of PE. Students enrolled in IVVC must take two classes plus P.E. each semester. Seniors enrolling in Waubensee Community College (WCC) must be enrolled in at least 4 classes at Sandwich High School.

Schedules vary for 5th year senior and hardship cases and will be considered on an individual basis and subject to administrative approval by the principal after recommendation by guidance.

Physical Education Exemptions

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

- Enrollment in either (a) a band program for credit and are requesting the excuse due to ongoing participation in a marching band program; or (b) a Reserve Officer's Training Corps (ROTC) program sponsored by the District;
- Ongoing participation in an interscholastic athletic program

- (student must be in the 11th or 12th grade);
- Enrollment in academic classes which are required for admission to an institution of higher learning provided that failure to take such classes will result in the pupil being denied admission (student must be in the 11th or 12th grade);
 - Enrollment in academic classes which are required for graduation from high school, provided that failure to take such a class will result in the pupil being unable to graduate (student must be in 11th or 12th grade).

Students must submit requests in writing with as much specificity as possible.

SCHEDULE OF COURSE SELECTIONS BY GRADE LEVEL:

Freshman Year		Sophomore Year	
Course	Credit	Course	Credit
English	1	English	1
Math	1	Math	1
Phy. Science/Biology	1	Biology/Chemistry	1
Physical Education	1	Health	0.5
For. Lang./Fine Arts	1	Drivers Education	0.5
Social Studies	0.5	For. Lang./Fine Arts	1
Social Studies	0.5	Social Studies	0.5
Elective	0.5	Social Studies	0.5
Elective	0.5	Speech	0.5
Study Hall	0	Elective	0.5
6 Credits Required		6 Credits Required	
Junior Year		Senior Year	
Course	Credit	Course	Credit
English	1	English	1
Amer. Hist./AP US Hist.	1	Consumer Ed.	0.5
Physical Education	1	BiologyII/Chem II/Physics	0.5
Chem. I/Bio. II/Chem. II	1	Physical Education	0.5
Math	1	Math	1
Social Studies	0.5	Government	0.5
Social Studies	0.5	Elective	0.5

Elective	0.5	Elective	0.5
Elective	0.5	Elective	0.5
Study Hall	0	Study Hall	0.5
6 Credits Required		6 Credits Required	

32.0 GRADUATION REQUIREMENTS

To graduate from high school, unless otherwise exempted, each student is responsible for:

- Completing all State mandated graduation requirements listed below.
- Completing all District graduation requirements that are in addition to State graduation requirements.[1]
- Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
- Participating in the State assessment required for graduation.

The above requirements do not apply to students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempted from participation in certain courses in accordance with State law.

Graduates from Sandwich High School will have attained a minimum of 23 credits upon completion of their course work. All students must carry a minimum load of 6 credits per year. Credits are earned by passing semester classes with a grade of A, B, C, or D. The following items must be incorporated into the credit requirements for graduation.

- Eight semesters of English (4 credits) plus ½ credit of speech
- Four semesters of Science (2 credits) – Must include one life and one physical science.
- Six semesters of Math (3 credits)
- Five semesters of Social Studies (2 ½ credits) – Must include one credit in American History and ½ credit in Government.
- Six semesters of Physical Education (3 credits)
- One semester of Health Education (1/2 credit)
- One semester of Consumer Education (1/2 credit)
- One semester of Drivers Education (1/2 credit)
- Two semesters chosen from:
 - o Fine Arts

- o CTE/Vocational Education
- o Foreign Language

All graduates are required to pass 3 years of mathematics, one of which must be of algebraic content and one of geometry content. In addition, all graduates must pass 2 courses which are writing intensive. All graduates are also required to pass a Government or AP Government course. To successfully complete your high school program, the following items must be accomplished:

English - Students must complete a total of eight semesters of English to meet graduation requirements. They must pass in English I or Honors English (1 credit) their freshmen year. They must pass English II or Honors English II (1 credit) their sophomore year. Sophomores must also pass Speech or Honors Speech. Junior students are required to pass English III or AP Language (1 credit). Senior students are required to pass in English IV or AP Literature (1 credit).

Science - Students must be enrolled in a life science class and a physical science class during their freshman and sophomore years. Freshmen can choose to take either Biology I or Honors Biology I to satisfy their life science requirement or Physical Science to satisfy the physical science requirement. If the student takes a life science class during their freshmen year, they must take a physical science class during their sophomore year. If they take a physical science class during their freshman year, they must take a life science class during their sophomore year. Students who have taken Physical Science during their freshman year generally take Biology I during their sophomore year.

Mathematics - All students must enroll in a course in mathematics during their freshman, sophomore, and junior years. All graduates are required to pass 3 years of mathematics, one of which must be Algebra and one with geometry content. Algebra Workshop counts as a math elective, but does not replace the Algebra and geometry content requirement.

Social Studies - Students must enroll in American History (1 credit) or AP US History (1 credit) during their junior year. A second Social Studies credit (1 credit) must be selected from the remaining Social Studies electives. Students must enroll in U.S. Government or AP U.S. Government during their senior year (1/2 credit). The U.S. and Illinois Constitution tests must be passed to be eligible for graduation.

Physical Education - Students must enroll for 3 credits of physical education during their four years in high school.

- Students are required to complete a year of physical education during their 9, 11 and 12th years of enrollment at Sandwich High School, unless the student meets the requirements of P.E. exemption during their 11th and/or 12th grade year.
- "Medical" from physical education will verify that a student was medically unable to fulfill the physical requirement. Students who are not physically able to complete a year of physical education (affidavit from a certified medical doctor) must enroll in another course to attain the required credits necessary for graduation.
- Students failing a semester of physical education will be required to retake that semester.
- Special activities in physical education will be provided for a student who's physical or emotional condition, as determined by a person licensed under the Medical Practices Act, prevents his or her participation in the physical education course.
- State law prohibits the School District from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

Consumer Education - Students must enroll in a semester course in consumer education their junior or senior year.

Driver Education - Students must enroll in a semester course in driver education. Eligibility is granted to students who have at least a sophomore standing and have received a passing grade in at least eight courses during the previous two semesters.

Health - Students must enroll for a semester in health education during their sophomore year.

- Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.¹
- Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

In determining the awarding of credits, all decisions are based upon the successful completion of a semester of course work.

Sandwich High School will allow 6 credits to apply towards graduation from correspondence schools, summer school, community college, and approved online courses. Students may take one outside credit freshman year, one sophomore year, two junior year, and two senior year. Exceptions can be made based on administrative approval. The guidance office must approve all courses.

Free Application for Federal Student Aid (FAFSA) Graduation Requirement

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

- File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.
- File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement.

A school district may award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver

Waubonsee Community College Senior students may petition to attend Waubonsee Community College on a shared time basis with their high school program (Dual Credit). Students must be in good academic standing at SHS, including no attendance or disciplinary issues, and complete all required paperwork. Students must attend Sandwich High School for at least four periods per day. Those who elect to attend SHS part-time must be enrolled in at least five on-site Waubonsee credits; online courses cannot count toward the five on-site credits. Students **may not enroll** in Waubonsee classes that are available through Sandwich High School. Students who are dropped from Waubonsee during the semester must attend Sandwich High School for the remainder of the semester. Seniors attending Waubonsee must provide an official transcript before Sandwich High School will release high school transcripts and issue a diploma.

Junior students may attend Waubonsee Community College during the summer term between their junior and senior years.

The programs at the Indian Valley Vocational Center are available for juniors and seniors. IVVC course descriptions are listed within the course description guide on the SHS website.

Early Completion - Early completion will be considered after consultation between the student, his/her parents/guardians, and school officials. In every instance, graduation requirements must be met. It is the responsibility of the student to secure an application for

Early Completion from the Guidance Department and to then arrange for the initial conference with school authorities. The application for Early Completion must be submitted by **October 1** of their senior year. Students electing the Early Completion option must agree to accept the following conditions:

- To qualify for the Early Completion program at Sandwich High School, a student must have a minimum of seven semesters of high school attendance and must have fulfilled all graduation requirements at the conclusion of the school term, and the Early Completion student may take part in the graduation ceremony with classmates.
- Students electing the Early Completion option will have their G.P.A. ranked with the class with which they entered high school.
- The usual senior rights, privileges, and responsibilities will be expected from these students.
- Students must have completed 19.5 credits by the end of the student's junior year (by August 15).

Early Graduation - Early graduation will require a formal petition by the student and his/her parents/guardians, careful review of the student's education and career plans by the high school staff, and approval of the petition by the Board of Education. The petition must be submitted to Sandwich High School prior to October 1 of a student's fifth semester of schooling. Students fulfilling all the required units necessary for graduation will be graduated, and a diploma awarded, at the time of the next scheduled graduation exercise. Students electing the Early Graduation option must agree to accept the following conditions:

- To qualify for the Early Graduation program at Sandwich High School, a student must have a minimum of six semesters of high school attendance.
- Students electing the Early Graduation option will have their grade average and scholastic rank based with their graduating classmates (current seniors.)
- The usual senior (i.e. fourth year) privileges, rights, and opportunities will be forfeited due to the student's Early Graduation (i.e. valedictorian or salutatorian honors).

Dropping and adding courses – Students will not be permitted to drop or add classes after the first three days of each semester. All changes in schedules will be limited to availability. Students are not guaranteed a schedule change. Students enrolled in year-long classes will not be allowed to drop these classes (at semester break) unless there are extenuating circumstances (i.e. failing grade (semester 1), medical, graduation requirement, etc.). If a student has seven classes, he/she will be permitted to drop one course for a study hall up to the fifth week of each semester. The master schedule is finalized the previous year, therefore dropping or adding semester classes will only be permitted if other classes are available and class sections that are not overloaded.

While students are entitled to an earned diploma, they do not possess a property interest or a right of entitlement to participation in graduation ceremonies or serve in any particular role at graduation. Academic misconduct shall cause a student to be ineligible for all awards and accolades related to valedictorian and salutatorian including, but not limited to, graduation speeches, press releases, and program announcements.

STUDENT ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES - in order to be eligible for extracurricular activities, a student must be passing a minimum of 5 regular credit courses (25 hours per week). A student also must have passed 5 regular credit courses the semester prior to his/her intended participation.

33.0 GRADING POLICY

The following grading policy has been adopted: 90-100% = A, 80-89% = B, 70-79% = C, 60-69% = D, 0-59% = F. Numerical basis for GPA A = 4.00, B = 3.00, C = 2.00, D = 1.00, F = 0.

Final grades will be computed using a straight percentage formula. Each quarter grades will count for 40% of the semester grade and the exam will count for 20% of the semester grade.

All classes that are one semester or more in length will be used to calculate each student's grade point average (GPA). Study halls and resource classes are not graded, therefore, will not be factored in a student's GPA.

Weighted grades: All honors courses will be weighted on a 4.5 scale. The scale is as follows: A (4.5), B (3.5), C (2.5), D (1.5), and F (0.0). The following courses are weighted on a 4.5 scale: Honors English I, Honors English II, Honors English III, Honors English IV, Honors Biology I, Honors Algebra II, Honors Pre-Calculus/ Trigonometry, Honors Art III.

All Advanced Placement courses will be weighted on a 5.0 scale. The scale is as follows: A (5.0), B (4.0), C (3.0), D (2.0), and F (0.0). The following courses are weighted on a 5.0 scale: AP English Language and Composition, AP Government and Politics (Comparative and US), AP United States History, AP Calculus AB, AP Microeconomics, AP Macroeconomics, Introduction to Engineering Design, and Principles of Engineering.

Incomplete: Students who receive an incomplete (I) for a semester grade, for any reason, will have one month from the end of the term to finish all work. One-month after the end of a term, an earned grade or a medical withdraw will be listed on the student's transcript. The administration staff along with the educational staff may adjust this policy as needed.

Pass/Fail: According to Board Policy 6:280, students may choose to take a one year course or two semester courses for credit on a pass/fail basis per school year. A student can only take eight semesters using this option. The option may not be carried into another year if not used. Prerequisites must be completed before the student's schedule may include a course with the pass/fail arrangement. No more than one year course of each general subject area may be taken using the option. The Building Principal shall administer the pass/fail option.

A class taken pass/fail will not affect a student's GPA. Students that desire to take a class pass/fail must submit a written request to the building principal within the first five (5) days of the semester.

34.0 ATHLETIC/ EXTRACURRICULAR ELIGIBILITY

Per IHSA policy, to be eligible for interscholastic competition, a student must achieve passing grades. The student must be enrolled in and passing on at least five classes or 2.5 credits.

Illinois High School Association

Eligibility for most athletics is also governed by the rules of the Illinois High School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IHSA and this Code, the most stringent rule will be enforced.

35.0 COLLEGE INFORMATION

Generally accepted guidelines for admission purposes:

- You must be a graduate of an accredited (approved) high school. Sandwich High School is accredited by the North Central Accrediting Association.
- General Requirements:
 - **State of Illinois colleges and universities:**
 - English (oral and written communication and literature) 4 credits
 - Social Studies (History and Government) 3 credits
 - Math (Algebra I, Geometry, Algebra II) 3 credits.
 - Laboratory Science (Biology, Chemistry, Physics, Advanced Chemistry, Advanced Biology) 3 credits
 - Humanities (Art, Foreign Language, Music) 2 credits
 - **Community College**
 - Completion of college admission test in English and Math.
 - Specific subject requirements are generally not stipulated by a two-year junior college, but will be necessary if a student plans to transfer to a four-year college.
- A combination of class rank, standardized testing and high school subject requirements are used to determine admission for colleges and universities. Colleges may vary in their entrance requirements, but the above academic credits will admit students to the majority

of four-year colleges. If a student has selected his/her college, he/she must study the school's special requirements and plan his/her high school program accordingly.

- It is important that students realize that the majority of people applying to colleges do so during the fall semester of their senior year. Because of this, their class rank for the initial application is based only on their freshman, sophomore, and junior grades. Each school year is important - don't expect
- that good grades received only during your junior and senior years will automatically allow you to be admitted to the school of your choice.
- Students will be allowed to visit college campuses during their junior and senior years. Arrangements for college visits must be made in the Guidance Office at least 48 hours in advance and are subject to administrative approval. Students are discouraged from taking college visits on days immediately before or after school vacations. If students do not have an approval form completed they will be marked absent for the day (this absence can be counted as a vacation as long as the student is under the 7 day maximum.) All college visits must be completed prior to May 1 each year.

36.0 VOCATIONAL EDUCATION (Trade, Business, and Vocational)

Selecting a Vocational School - Keep the following in mind as you choose:

- The school and its agents must be approved by the Office of the Superintendent of Public Instruction.
- The school must have the proper accrediting credentials.
- Study the school catalog for information relating to curriculum and course study.
- Visit the school to see for yourself the building, facilities, and activities.
- Employers within our community can make suggestions and recommendations.
- If you are considering more than one school, compare programs and cost.
- When enrolling or signing a contract, be sure you understand the terms of the agreement contract.

- Before enrolling or signing a contract, be sure you understand the terms of the agreement contract.

37.0 IDENTIFICATION CARDS

Students will receive an identification card shortly after the beginning of the school year. It may be necessary to present the I.D. card for identification at most school functions (both home and away). Students must present the I.D. card upon request of any school employee. Failure to present an I.D. upon request may result in disciplinary consequences. Students may purchase a new I.D. card for \$5.00.

38.0 LOCKERS

Lockers are made available through the school district for use by individual students. Students are required to use the lockers to which they are assigned at the beginning of the school year. Students will be assigned a locker partner. Students must be aware of the fact that the lockers are the property of the Sandwich School District.

The administration may consider an inspection (i.e. drug sniffing dogs) necessary to maintain the integrity of the school environment and to protect other students. Any change in locker assignment must be approved by the administration.

39.0 SEARCH & SEIZURE

In order to maintain order safety 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.

The Superintendent or his/her designee may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or materials. Such searches may be conducted using specially trained dogs or technology. Searches conducted by authorized school personnel, in conjunction with or at the request of the law enforcement agencies, will be conducted in accordance with the standards applicable to such

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

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

School authorities also may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the District, as well as personal effects left in those places and areas by students, without notice to or the consent of the student or parent, and without a search warrant. As a matter of public policy, the General Assembly of the State of Illinois has found that students have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas.

School lockers are property of the school district and students are allowed to use the same as an accommodation. Students should therefore not have any expectations of privacy in matters related to school lockers. To maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects, including vehicles, left in those places and areas by students, without notice to or consent of the student, and without a search warrant.

In specific incidents, school authorities may search areas (including but not limited to school property) when there is reasonable suspicion

that the search will produce evidence that the student has violated either the law or the District's rules.

40.0 SEIZURE OF PROPERTY

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

Search and Seizure

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

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

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

The building principal 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 Searches

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the

school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Seizure of Property

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

Questioning Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

41.0 INSURANCE

Student insurance is available at a cost and is optional. When a student insured under this plan is injured, he/she will be given a claim form from the front office. This form must be completed by his/her parents/guardians and presented to the doctor or hospital. It is then the student's responsibility; the school merely acts as a medium in supplying the insurance and assumes no liability, either for the injury or the subsequent negotiations with the company.

42.0 PROGRESS REPORTS

Progress reports will be emailed (mailed on request) to parents/guardians after the first five weeks of each quarter for students that are failing. Tyler is also available to review grades at any time.

43.0 REPORT CARDS

Students with a D or F will be emailed (mailed on request.)

44.0 INCOMPLETE GRADES

If a student is issued an incomplete, the incomplete grade must be removed within two weeks after the end of the nine-week grading period. Incomplete grades that are not removed within the two-week period will be adjusted to a failing grade. The principal will be involved in this decision.

45.0 ONLINE GRADES

Students and parents/guardians may check grades through the Tyler Parent Portal available through www.sandwich430.org. Students and parents/guardians are encouraged to check on the student's progress weekly.

46.0 MEDIA CENTER REGULATIONS

Students are encouraged to use the media center for reference work. There are special rules for reference books, magazines, and reserved books. Learning the use of the media center and observing its rules help to develop good citizenship. Computers, enhanced technology for research, and many other media items are available for student use.

The following policies are to be followed in the media center to better serve our student body:

- Students must have their student ID to check out materials.
- Students are encouraged to use the library media center for school work before or after school and during study hall. The Library Media Specialist can help students with choosing books to read and navigating information in books or the internet when doing research. There are a number of physical and digital resources available for students who wish to read for enjoyment or for research.
- Students need a pass from their teacher to use the library during the school day and must sign in when entering the library and out when leaving.
- Students can use destinydiscover.com at any time to sign in with their school Google accounts and search, place books on hold, and check out eBooks from their phones or Chromebooks.
- Book Checkout Policies: Books can be checked out for 3 weeks.

Library rules:

- If you disrupt other students, you will be sent out.
- Respect yourself, others, and the media center materials, which are there to help you.
- If you have a question or need help, just ask!

47.0 SELECTION OF SCHOOL MEDIA

In the event that a complaint is received concerning the use of school materials, the complainant is to file his/her objection in writing with the high school office. A form is available from the media specialist and each complaint will be processed after completion of the request form.

48.0 AUTOMOBILE REGISTRATION/OPERATION REGISTRATION

High School students who drive a vehicle (car, truck, or motorcycle) to school are required to register their vehicles and purchase a vehicle tag.

A numbered parking tag will be granted to a licensed driver upon full completion (make, model, plate number, a copy of the proof of insurance, a copy of the vehicle registration, and a copy of the

student's driver's license) of the required parking and driving permit form. Please submit this form to the front office with a parent/guardian signature. The fee will be determined annually by the Board of Education.

The parking tag is to be placed in the front window of the car on the rear view mirror facing forward with the registration/tag number visible to the outside viewer.

Parking Regulations:

Reserved parking for the faculty will be in the front, on the north side of the existing building and along the tennis courts as indicated by the red lines. Students are not to park in the teachers' parking area. Students may park in the student parking lot and on the one-way (Terry Street). Students who park in the teachers' lot will be given consequences.* Parking along the sides of the parking lot/driveway (ie: along landscaping) is not permitted.

Driving Regulations:

- Students are not allowed to go to their car during school hours (once they enter the building).
- The Sandwich Police Department has jurisdiction to police the parking areas of the Sandwich School District #430. "Parking areas" include parking lots, fire lanes, safety lanes, and access and exit roads to the school.
- There will be no driving or riding between buildings during the school day. Students who transport other students during the school day may lose their privilege of driving to school and parking on school property.
- IVVC students: No student will be allowed to park his/her auto at IVVC without the signed consent of the parent/guardian, IVVC instructor, director of IVVC and the high school administration.
- After parking, students are to exit their cars immediately and enter the school building. Before and after school, students are not to be driving through and around the high school parking lot. No loitering is allowed in parking areas, and students are not allowed to sit in cars while parked.
- Students are required to leave their autos in the student parking areas until the completion of their entire day. IVVC is considered

as part of the school day. Unauthorized vehicles (cars without stickers or students prohibited on school property) will be ticketed and towed at the owner's expense.

- The school does not assume the liability of the student's driving.
- School buses have the right of way at all times on school property.
- The speed limit in the parking areas as well as the entrance and exits is 15 miles per hour. For safety of persons and vehicles, excessive speed, reckless driving, squealing and spinning of tires may result in disciplinary action with the school and/or a complaint filed with the police.
- The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

*Provisions for enforcement of parking and driving regulations.

Violators of the student driving regulations may be ticketed by police and/or receive consequences, or their driving privilege on school district property may be revoked at the discretion of the administration.

The use of a motor vehicle at SHS is a privilege, not a right, and will be suspended or revoked in the event that the student exhibits unacceptable behavior in his/her relationships with other students, members of the public, or faculty/staff at Sandwich High School.

By signing and submitting the parking driving permit form, I/we do further give my/our permission to school officials to conduct a search of the interior, including the trunk, of the below described vehicle parked on school grounds (or any other vehicle parked by said student on school grounds) in the event school officials have a reasonable suspicion that there has been a violation of school rules and regulations and that a search of the vehicle may disclose evidence of such violation.

All Accidents on school property should be reported to the front office.

All drivers are reminded that it is against the law to use any form of electronic communication while driving (not limited to a school zone).

At no time should a student exceed 15mph on school property.

A person, regardless of age, may not use a wireless telephone at any time while operating a motor vehicle on a roadway in a school speed zone established under Section 11-605. Further information regarding 625 ILCS 5/12-610.1 may be found at:

<http://www.ilga.gov/legislation/ilcs/documents/062500050K12-610.1.htm>.

49.0 WAIVER OF SCHOOL FEES

The law states the fees should be waived to all students “whose parents/guardians are unable to afford them, including but not limited to children eligible for free lunches or breakfast, textbook fees, extra-curricular/participation fees...etc”. 105 ILCS 5/10-20.13. A reduction or waiver of fees is not retroactive and starts once a student is approved for a waiver of school fees.

A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

50.0 FREE AND REDUCED LUNCH POLICY

Families whose gross income is at or below a certain level may make applications for free and reduced lunches. Apply to the school your child is attending. One completed form will meet the requirement for your entire family. Forms must be completed yearly.

Free and reduced lunch applications will be available at registration or the school office. Complete and return to the school. The office will notify you of your eligibility. A reduction or waiver in lunch costs are not retroactive and starts once a student is approved for free or reduced lunch.

51.0 CAFETERIA REGULATIONS

The following suggestions, policies, and regulations are necessary in order to accommodate the student body without delays and inconveniences:

- All eating shall be confined to the cafeteria. Food and drinks are not to be taken out of the cafeteria. Glass containers are not allowed. Plastic containers brought to school must be sealed until used at lunch.
- Students are to return trays, dishes, utensils and garbage to the appropriate disposal containers.
- Any accidents are to be reported to the cafeteria helpers. Students are expected to help clean up and keep the eating area presentable.
- Students are not allowed in any other location except the cafeteria during their lunch period. Students are to use the west restrooms during their lunch period.
- Students must keep their hands, feet, and objects to themselves at all times.
- Students are expected to sit at the cafeteria tables with no more than ten students at one table. Students must keep noise level down, and when leaving, push chair in.
- Vending machines are for students use before & after school only.
- Students are not allowed to order food for delivery (i.e. Pizza Hut, Subway, etc).

Failure to follow cafeteria regulations may result in student(s) being isolated during lunch period.

Students must be through the west double doors when the bell rings to signal the beginning of their lunch period.

52.0 LUNCH AND BREAKFAST POLICY

Sandwich High School students use a 4 digit pin code to purchase lunch and a la carte items. The debit card system is web-based and allows parents/guardians to monitor their child's food choices and dollar balances. In addition, your 4 digit pin code account can be charged with as much money as each parent chooses. In order to monitor your child's account, all parents/guardians must first gain access to your child's Tyler portal account and log in. Once you have

logged in, click on the Meals tab, from there you will need to click on the Online Payment tab. You can then enter the amount that you would like to deposit onto your child's account.

If you would like to put eating restrictions on your child's account, then you must call the high school café at 815-786-2157.

You also can choose to continue to send a check or cash with your child to purchase lunch. When money is turned in at lunchtime, no change will be given. Instead all cash will be deposited into your child's account. The current lunch/breakfast prices can be found on the district website at Sandwich430.org.

Students purchasing hot lunch are asked to bring enough money for the first week on the first day of school. This will provide enough money for your child to eat lunch for a week while you set up your child's account.

Breakfast is offered before school. Breakfast menus are included in the monthly newsletter as well as posted on the district's website. Free and reduced eligibility applies to the cost of breakfast.

If your child does not have money in his or her account, he or she will be allowed to purchase two lunches on credit. Your account will be charged and payment will be expected promptly. After a child has been given two lunches on credit, students will be offered a basic school-chosen lunch. Your child's account will continue to be charged the price of a lunch for each basic school-chosen lunch. If a student has a balance below \$0, no a la carte purchases will be allowed.

53.0 DISTRICT POLICY- OUTSTANDING FOOD SERVICE BALANCE

In Illinois, policies on outstanding school food service balances are set at the school district level. Such policies must adhere to USDA regulations and instructions. It is advisable to limit charges per student to a relatively small amount. The term "charging" refers to all forms of exchange of verbal or signed agreement for payment of a meal after the service of the meal. For example, a school could

establish \$10 or five meals as the maximum amount that a child can charge to their account

Per the USDA, students eligible for REDUCED-PRICE or PAID meals must be provided a meal if they have money at the point of sale to pay for the current meal. Schools may deny a reduced-price or paid student if they do not provide the required payment for that meal.

Students eligible for FREE meals must be provided a reimbursable meal even if the student owes money for example on a la carte item, or second meals purchased. When meals have been charged, a written notice must be sent to households regarding balance (i.e. \$11), schools policy on past due balances, and date (i.e., January 10, XXXX) on which adverse actions will go into effect (i.e., meals/food/beverages will no longer be able to be charged). The date provided should allow the household time to pay the balance due.

Any collection procedures or resources available to the SFA may be used for collection of debt including collection agencies. Just a reminder, per USDA, students eligible for free meals sometimes accrue debt due to purchasing a la carte items and those students must receive their reimbursable meal; however, a la carte items should be handled according to the school's policy on student accounts.

Finally, policies must be implemented and followed consistently. To ensure there is no overt identification of FREE or REDUCED-PRICE eligible students, schools are encouraged to use the same procedures for all students, including full-price paid students, when dealing with benefit issuance documentation, outstanding food service account, and discipline.

54.0 STUDY HALL REGULATIONS

Personal conduct in the study halls should be governed by the simple rules of courtesy, common sense, and consideration for other people. The following rules will be enforced during study hall periods:

- Every student should be in his/her seat and talking should end when the bell rings.
- Students who remain in the study hall must have suitable study materials to occupy the entire period.

- The study halls are for quiet individual study. If a student wishes to consult another student regarding schoolwork, he/she may do so after receiving permission from the study hall teacher.

55.0 CHEATING

Cheating on tests, plagiarism, or any other type of deception to get credit without effort will not be tolerated. This type of violation will be dealt with by the classroom teacher. Students who engage in cheating or other deceitful activities will receive a 0 (zero) for that assignment.

56.0 COMPUTER USE

The use of the computer labs, software, and related items is a privilege and not a right. It is the student's responsibility to treat the equipment with care and to report instances of abuse or misuse as soon as he/she becomes aware of them. Each student is expected to report any malfunction or problem immediately upon discovery to the teacher or lab supervisor. If a student vandalizes or otherwise deliberately damages any of the hardware or software in the lab, the student and/or parent/guardian is responsible to pay for the repair or replacement of the damaged items and may be suspended. If a student damages, destroys, copies, tampers with or tries to gain access to student, teacher, guidance or other confidential files and/or information, he/she may be disciplined in accordance with the District's discipline policy and procedures. The loading of personal software to the system is prohibited. The student and/or parent/guardian will be responsible for any damages that occur because of such software loading. The student may be responsible for prosecution under copyright laws.

57.0 COMPUTER LAB GUIDELINES

Students are not permitted to: (1) Enter the computer lab without a teacher/staff member present; (2) Change any of the current Window operating system settings on the computer; (3) Access or use programs without the consent of the teacher/staff member; (5) Leave their assigned workstation; (6) Print to the color printer; (7) Play games; (8) Download or install software or data files.

58.0 AUTHORIZATION FOR INTERNET ACCESS

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 Internet Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The student's signature on the consent and waiver form is legally binding and indicates the student who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions

- Acceptable Use - Access to the District's Internet must be for the purpose of education or research and be consistent with the educational objectives of the district.
- Privileges - The use of the District's Internet 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 this authorization and may deny, revoke, or suspend access at any time; his or her decision is final.
- Network Etiquette - Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
 - Be polite. Do not become abusive in your messages to others.
 - Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 - Be safe. Do not reveal the personal addresses or numbers of students or staff.
 - Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or support of illegal activities may be reported to the authorities.
 - Be considerate. Do not use the network in any way that would disrupt its use by other users.
 - Consider all communications and information accessible via the network to be private property.\

- Unacceptable Use - You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:
 - Using the network for any illegal downloading of software, regardless of whether it is copyrighted or devirused
 - Downloading copyrighted material for other than personal use
 - Using the network for private financial or commercial gain
 - Gaining unauthorized access to resources or entities
 - Invading the privacy of individuals
 - Using another user's account or password without written permission
 - Posting material authored or created by another without his/her consent
 - Posting anonymous messages
 - Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material
 - Using the network while access privileges are suspended/revoked
- 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 you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or services interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet and information obtained through its services is at your own risk.
- Indemnification - The user agrees to indemnify the District for any losses, costs, or damages, including reasonable attorney fees, incurred by the district relating to arising out of any breach 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 login 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.

59.0 SOCIAL NETWORKING

Please be advised the Governor signed HB 64, now Public Act 98-129 effective January 1, 2014 providing that an elementary or secondary school must provide notification to students and his or her parent/guardian that the school may request, or require, a student to provide their password or other account information, in order for the school to gain access to the student's account or profile on a social networking website, if the school has reasonable cause to believe that the student's account on the social networking website contains evidence that the student violated a school disciplinary rule or policy.

The Act defines a "social networking website" as an Internet-based service that allows individuals to: 1) construct a public or semi-public profile within a bounded system created by the service; 2) create a list of other users with whom they share a connection within the system; and 3) view and navigate their list of connections and those made by others in the system. Electronic mail is specifically excluded from this definition.

60.0 GOOGLE ACCEPTABLE USE POLICY

Sandwich430.org G-Suite for Education Accounts: A school district Google account includes G-Suite Apps for Education. G-Suite Apps are intended for educational use. The Google Apps "suite" includes word processing, spreadsheet, presentation, calendar, email, Classroom and many other collaborative tools. Additionally, this suite of applications is available in "the cloud", which allows our students immediate access to their work, from any device, be it a smartphone, tablet, laptop, or desktop computer.

In order to create a safe, effective way for students and staff to communicate with one another, Sandwich CUSD 430 issues to each student a G-Suite for Education account under the domain @sandwich430.org. In order to ensure student safety online, Sandwich CUSD 430 takes the following steps with student email usage:

- Students are only allowed to email other staff and students in the Sandwich 430 school district. They cannot send emails to any address that does NOT end in @sandwich430.org. This applies to receiving emails as well, as we will be blocking all email to students from outside of Sandwich 430.
- Student Gmail is ad free, and is filtered for spam.
- Student email is archived internally, and is searchable by district administrators at any time, should the district deem it necessary.

Students that adhere to proper use of G-Suite for Education, including email (if applicable), will do so by demonstrating the following behavior:

- Students will have no expectation of privacy with their school Google account, and thus should remain committed to using it academically and professionally.
- Students will avoid, at all costs, using their G-Suite for Education to promote any unlawful activities or personal financial gain. Additionally, students should not use their account to promote or spread inappropriate or offensive content, or to threaten another student or staff member.
- Students will not post personal contact information about themselves or other people.
- Students will inform a member of the Sandwich CUSD430 staff should they receive any message that is inappropriate or makes them feel uncomfortable.
- Students will be responsible for their own accounts, and will not act in a way that compromises the security of their account. At the same time, students will not act in a way that jeopardizes the account security of another student or staff member.

Access to, and the use of, G-Suite for Education is considered a privilege and benefit to students in our district. Sandwich CUSD 430 maintains the right to immediately revoke the access and use of the

Google Apps suite, including Gmail, where the district has reason to believe violations of law or district policy have occurred.

SAFETY DRILL PROCEDURE AND CONDUCT

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

61.0 EMERGENCIES

If a cause of closing occurs before the start of the school day, parents/guardians and teachers will be informed about the closing of school as soon as possible. On inclement weather days, the school district encourages parents/guardians to check for up-to-date information on school closings by listening to the radio or watching television for closing information. Sandwich CUSD #430 closing information can be heard on WSPY-FM 107.1 and/or on WGN-9 television station.

62.0 AUTOMATED COMMUNICATION SYSTEM (School Messenger)

Through an automated notification & communication system (School Messenger), parents/guardians will be able to be contacted via telephone numbers and e-mail addresses that have been provided to the school in an attempt to inform parents/guardians of school closings and other school information. Should your phone numbers and/or email addresses change any time, please contact your students' school.

63.0 TELEPHONE

In case of an emergency the student may use an office phone with the permission of an administrator. Students will be called to the office between classes to receive telephone messages.

64.0 VISITORS

Due to the fact that SHS is a closed campus, only the parents/guardians of SHS students are allowed to visit during the school day and are required to sign-in at the main office.

All visitors, including parents/guardians and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

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

65.0 CHAPERONES/VOLUNTEERS

In an effort to continue to maintain a safe environment, Sandwich CUSD #430 requires all chaperones/volunteers to fill out a background check packet. On occasion, Sandwich CUSD #430 administration may request that a chaperone/volunteer agree to a criminal background check. Should you have questions regarding this procedure, please contact your building principal.

All chaperoned field trips require supervision before the field trip (as students are assembling), during travel time and during the actual visit to the location. Therefore, during Sandwich School District field trips, all chaperones are required to participate in supervision during bussing. Parents/guardians may drive separately, but they will not be allowed to act as chaperones, unless administrator(s) grant approval for extenuating circumstances. Parents/guardians driving separately may transport their own child(ren), but they will not be allowed to transport other students.

In addition, if fees are waived for chaperones, they will not be waived for parents/guardians driving separately and not acting as chaperones.

66.0 GUESTS/VISITORS

Students are responsible for guests at dances, school events, etc. Action will be taken against the SHS student should the guest of the SHS student choose not to abide by school rules or guidelines.

All Sandwich High School students must register their non-SHS guest prior to all dances, and guests must be approved by the administration. SHS students may also be required to complete a "Guest Pass Request" Form. No student in the eighth (8th) grade or below will be permitted to attend/participate in a high school dance. No person over the age of 20 will be permitted to a high school dance as a participant. All attendees will be expected to provide an ID.

A person, regardless of age, may not use a wireless telephone at any time while operating a motor vehicle on a roadway in a school speed zone established under Section 11-605. Further information regarding 625 ILCS 5/12-610.1 may be found at:

<http://www.ilga.gov/legislation/ilcs/documents/062500050K12-610.1.htm>.

67.0 LOST AND FOUND

Students who find lost articles are asked to take them to the office where the owner can claim them. Such items stored "temporarily" in pockets, purses, lockers, etc., will be considered stolen property.

68.0 WORK PERMITS

The high school provides a service to the students in securing a work permit. This accommodation is furnished in order to satisfy the state law and the respective employers. A student desiring a work permit will need to bring a birth certificate or some proof of his/her birth along with a statement from his employer indicating the nature of the occupation. Students may work 3 hours on a school day. They may not work in any job where open alcohol is served. Application for work permits for students 14 & 15 years old will be handled by the secretary in the front office.

69.0 STUDENT PUBLICATIONS AND POSTERS

Publications - posters are under the auspices of a student's advisor and/or administration. Students are expected to follow acceptable guidelines that do not infringe upon an individual's basic rights and integrity. The location of posters and disbursements of publications are subject to the approval of the administration.

Guidelines of Student Distribution of Non-School Publications

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

- The student(s) must notify the building principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
- The material may be distributed at times and locations determined by the building principal, such as, before the beginning or ending of classes at a central location inside the building.
- The building principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
- Distribution must be done in an orderly and peaceful manner, and may not be coercive.
- The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
- Students must not distribute material that:
 - Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activity,
 - Violates the rights of others, including but not limited to, material that is libelous, invades the privacy of others, or infringes on a copyright;
 - Is socially inappropriate or inappropriate due to the students' maturity level, including but not limited to, material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or sexting as defined by School Board Policy and Student Handbook; or
 - Is reasonably viewed as promoting illegal drug use.

- A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
- Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with paragraphs 4, 5, 6, and 7.

Guidelines for School-Sponsored Publications, Productions and Websites

School-sponsored publications, productions and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Except as provided below, a student journalist has the right to exercise freedom of speech and of the press in school-sponsored media, including the right to determine the news, opinion, feature, and advertising content of school-sponsored media.

Student journalists are prohibited from using school sponsored media in a way that:

- Is libelous, slanderous, or obscene;
- Constitutes an unwanted invasion of privacy;
- Violates Federal or State law, including the constitutional rights of third parties; or
- Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

All school-sponsored media shall comply with the ethics and rules of responsible journalism. Text that fits into numbers one through four above will not be tolerated and school officials and student media advisers may edit or delete such material.

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.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the school, school district or an expression of school board policy.

70.0 SKATEBOARDS/ROLLERBLADES/SKATES

Skateboards, roller-blades, and skates are prohibited on school grounds unless it pertains to a school lesson.

71.0 HOVERBOARDS

Hoverboards are not allowed on school grounds for any reason.

72.0 FIGHTING

Fighting is not allowed on school property, during school events (both home and away), and during school-sponsored trips. Students who engage in fighting, intimidating, or threatening other students will be disciplined.

73.0 OBSCENITY

Obscene, profane, or vulgar language either written, verbal, or expressed by symbols will not be tolerated on the school premises. Students using obscenity/profanity will be disciplined. Profanity directed towards school personnel will not be tolerated.

74.0 CIVILITY

Any action, which mocks, humiliates, ridicules, or offends another student or staff on the basis of (but not limited to) cultural, racial, religious and/or physical condition, will not be tolerated. This includes (but is not limited to) symbols, insignias, mottos, etc., denoting such things as white power, KKK, Nazis, anarchy, Satanism and any other such expressions as may be determined by the administration.

75.0 HAZING

Soliciting, encouraging, aiding, or engaging in hazing is prohibited. "Hazing" means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students. A student engaging in hazing that endangers another student's mental or physical safety will not be tolerated, and consequences will be administered.

76.0 SEXUAL HARASSMENT

Sexual harassment of students is prohibited. Sexual harassment is defined as follows:

An employee's or District agent's unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by anyone, including students, imposed on the basis of sex-that has the purpose or effect of:

- Substantially interfering with a student's educational environment;
- Creating an intimidating, hostile, or offensive educational environment;
- Depriving a student of educational aid, benefits, services, or treatment;
- Making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

Students who believe they are victims of sexual harassment are encouraged to discuss the matter with the administration. An allegation that one student was sexually harassed by another student shall be referred to the administration for disciplinary action.

SEXUAL HARASSMENT PROCEDURES

- Suspected acts of sexual harassment are to be reported immediately to the appropriate administrator by students, faculty, or staff.
- Both students are to be immediately removed from the classroom environment. Parents/guardians of both the alleged victim and alleged harasser will be notified.
- The administrator will verify the offense, confer with staff member(s) involved and inform the school counselor within 24 hours of the alleged incident.
- Both students will confer with the social worker (or counselor). The counselor will forward written report to the administrator within 24 hours of the conferences.
- Victim and their parents/guardians will be informed of their rights to follow informal or formal procedures in resolving the matter by the school administrator within 72 hours of the alleged incident.
- The alleged harasser and their parents/guardians will also have a conference with the school administrator on the administrative action to be taken.
- School officials contact law enforcement officials, if and when necessary.
- A complete and accurate report is submitted to the superintendent. The superintendent is required to forward a copy of that report to the school board.

Disciplinary options may include but not limited to:(In no specific order)

- Conference with parents/guardians
- Conference with counselors
- (Possible recommendation of sensitivity training)
- Removal from interscholastic activities
- 3-hour detention
- Saturday detention
- In-School Study Room
- Alternative programs such as; program for disruptive youth, homebound instruction, etc.
- Suspension
- Expulsion

Awareness and Prevention of Child Sexual Abuse and

Grooming Behaviors please refer to District Policy 4:165

77.0 EQUAL OPPORTUNITY AND SEX EQUITY

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

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

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the building administrator.

78.0 ANTI-HARASSMENT STATEMENT

The District does not tolerate any acts of harassment or bullying, including acts of harassment based on race, color, or national origin, sex or disability, in the school environment including all academic, extra-curricular and school-sponsored activities. Any student who believes that he or she has been subjected to harassment on any basis, including harassment or a hostile environment based on race, color, national origin, sex or disability, should report the harassment or hostile environment to the District. The District is committed to conducting a prompt and thorough investigation of any such reports of harassment and will document its investigation.

Students found to have engaged in acts of harassment or other acts that create a hostile environment based on race, color, national origin, sex or disability will be promptly disciplined. Such discipline may include suspension and/or expulsion depending on the nature and severity of the offense. The District is committed to encouraging its staff, parents, and students to work together to prevent acts of harassment of any kind from occurring in the District's schools.

79.0 BULLYING

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network, or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

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

"Bullying" includes "cyber bullying" and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of: (1) placing the student or students in reasonable fear of harm to the student's or students' person or property; (2) causing a substantially detrimental effect on the student's or students' physical or mental health; (3) substantially interferes with the student's or students' academic performance; or (4) substantially interferes with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by the school.

"Cyber-bullying" means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any

nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectric system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. "Cyber- bullying" includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying in this Policy. "Cyber- bullying" also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying in this Policy.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

Additional examples of prohibited conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, other electronic medium, or other comparable conduct.

Reporting an Incident of Alleged Bullying

Students are encouraged to promptly report claims or incidents of bullying or harassment to the principal or assistant principal. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Students may also choose to anonymously report claims or incidents of bullying or harassment using an online form located on each

building level internet website. The link button is titled: Student Safety – Incident Reporting.

Investigation

The District shall conduct a preliminary investigation into any report of alleged bullying to determine whether the reported act of bullying is within the permissible scope of the District’s jurisdiction. The District shall provide the victim of the reported bullying with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

Thereafter, upon receiving a report of bullying or harassment, the District will conduct an investigation into the allegations contained in such a report. The District will promptly notify the parents or guardians of all students involved in the alleged incident(s) of bullying and/or harassment, and will advise the parents or guardians of the students involved of the resources available to the students, including social work services, counseling, and school psychological services. The District shall also promptly notify the principal or school administrator or his or her designee of the report of the incident of bullying or harassment as soon as possible after the report is received.

The District shall make all reasonable efforts to complete the investigation within ten (10) school days after the date the report of the incident of bullying or harassment was received, taking into consideration additional relevant information received during the course of the investigation concerning the reported incident.

Through the course of its investigation, the District shall involve appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying investigation as deemed appropriate.

The District shall also make information concerning the status of the investigation available to the parents or guardians of all students involved in such investigation. The parents or guardians of the students involved shall have the opportunity to meet with the principal or school administrator, or his or her designee, to discuss the

investigation, any findings resulting there from, and any actions taken to address the reported bullying or harassment.

Findings

Any student who is determined, after an investigation, to have engaged in bullying, intimidation, or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school and district's discipline policy.

Parents/guardians of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding bullying as a means of retaliation or bullying may also be subject to disciplinary consequences.

The District shall use various interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

The District prohibits reprisal or retaliation against any person who reports an act of bullying or harassment. Any District employee or student of the District who is determined to have retaliated against any person reporting an act of bullying or harassment will be subject to disciplinary action up to and including discharge with regard to District employees, or suspension or expulsion with regard to students.

Evaluation of Policy

On a periodic basis, and no less than bi-annually, the District shall review and re-evaluate the effectiveness of this policy by considering factors including but not limited to: the frequency of reports alleging bullying or harassment; any student, staff, or family observations regarding safety at school; identification areas of a school where bullying occurs; the types of bullying being utilized; and the frequency and extent of bystander intervention or participation. The District may also use relevant data and information collected for other purposes in its evaluation of this policy. In addition, the information developed as a result of the policy evaluation will be made available on the District's internet website. Based on such review and re-evaluation, the District

will make any necessary revisions to this policy as it deems appropriate.

Bullying is contrary to state law and the policy of the school district.
Schools shall implement steps for early intervention, including staff responses and identifying factors to combat aggressive behavior or bullying.

80.0 NON-TEACHING PERSONNEL

The office secretaries, media specialist, custodians, bus drivers, aides, and cafeteria workers are hired by the Board of Education and have been vested with the authority commensurate with their responsibilities. While on duty, they are to be considered a part of the faculty and shall be accorded the respect and obedience shown to all faculty members. Profanity directed towards non-teaching personnel will not be tolerated.

81.0 SUBSTITUTE TEACHERS

Substitute teaching is a difficult job. Teaching can be accomplished and progress made only if there is student cooperation. Students are to show the proper respect for substitute teachers. Profanity directed towards substitute teachers will not be tolerated.

82.0 PUBLIC DISPLAY OF AFFECTION

Public displays and demonstrations of affection (kissing, embracing) at school will not be permitted.

83.0 GANG INFORMATION

Gang related or unauthorized group activities will not be permitted at Sandwich School District. “Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the

interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

84.0 WEAPONS, CRIMINAL ACT

The Sandwich School District maintains and practices a strict policy for students in possession of, or soliciting, purchasing or transacting the business of weapons, knives, guns or instruments or articles that might be injurious to a person or property on school grounds or school sponsored activities.

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

- A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
- A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

85.0 CONCEALED CARRY LAW

Please be aware of the HB 0183 and 430-ILCS 66/65, now Public Act 98-0063: Firearm Concealed Carry Act. This legislation requires that a licensee under this Act shall not knowingly carry a firearm on or into: (1) Any building, real property, and parking area under the control of a public or private elementary or secondary school. (2) Any building, real property, and parking area under the control of a pre-school or child care facility, including any room or portion of a building under the control of a pre-school or child care facility. Further information regarding Public Act 98-0063 may be found at <http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=098-0063>.

86.0 CELL PHONES, ELECTRONIC DEVICES AND COMMUNICATIONS EQUIPMENT

Students are permitted to possess electronic communication devices while on school property. “School property” includes the school building, parking lots and grounds, and school-owned vehicles. Use of such devices during school -hours is limited to the cafeteria (with teachers/administrative approval) and other designated areas, and will not be allowed in instructional areas (unless shut off and stored out of sight), except at the discretion of the classroom teacher. With the exception of these areas, these devices must be turned off and stored out of sight during the school day. Violation of this policy will subject the student to disciplinary consequences.

Electronic study aids may be used during the school day either of the following conditions: Use of the device is provided in the students IEP, 504, and/or RTI plan.

- Headphones may only be used in one ear so that students may hear classroom and hallway announcements.
- All cell phones must be turned off and out of sight during all assessments, unless the classroom teacher approves the use of the cell phone during an assessment. Cell phones with cameras are not permitted in bathrooms or locker rooms.
- The taking, disseminating, transferring, possessing, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs (which includes, but is not limited to, nude or semi-nude photographs of persons under the age of 18), whether by electronic data transfer or otherwise (commonly called

“sexting”) on school grounds, or at any school function, is prohibited. In addition, the same may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, possessing, or sharing obscene, pornographic, lewd, or otherwise illegal images or photographs, in addition to school discipline, will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and inclusion on sex offender registries.

- Students may not take pictures, videos, or recordings of other students, faculty, or staff without their expressed consent.
- School staff may confiscate electronic devices that are visible, in use, or turned on during the school day if it distracts from the educational environment.

87.0 ALCOHOL, DRUGS, AND LOOK-ALIKE DRUGS

It is illegal in Illinois for anyone under the age of 21 to be in possession of alcohol. It is illegal for anyone to possess, sell, manufacture, or use drugs or look alike drugs. Violations of these laws will be referred to the proper law enforcement authorities.

The Sandwich School district maintains and practices a strict policy for students in possession or who solicit, purchase, or transact business of drugs/drug paraphernalia/look-alike drugs, or who are under the influence of these substances on school grounds or during school sponsored activities, using, possessing, distributing, purchasing, or selling illegal drugs, controlled substances, “look-alike” drugs, or drug paraphernalia. A “look-alike” drug is defined as a substance not containing an illegal drug or controlled substance, but one (a) that a student believes to be, or represents to be, an illegal drug or controlled substance, or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance. Students who are under the influence of any prohibited substance or drug or in possession of any drug paraphernalia are not permitted to attend school or school functions and are treated as though they had drugs or paraphernalia, as applicable, in their possession.

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

- Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
- Using, possessing, distributing, purchasing, selling or offering for sale:
 - Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
 - Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
 - Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or

dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

- “Look-alike” or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

88.0 HEALTH MATTERS

Physical Exams

All kindergarten, sixth, and ninth grade students must have a complete physical examination on file prior to the first day of school. The physical must include up-to-date immunizations. Students will not be allowed to attend school without meeting the above requirements (regardless of whether learning takes place in person, remote, or hybrid).

Within thirty (30) days from enrollment date, new or transferred students must have a physical exam and complete record of immunizations on file at school in order to remain in attendance (Illinois School Code Sec. 27-8.1).

Health files are reviewed annually. All students must meet Illinois State requirements for physical examinations and immunizations. Please refer to medical requirements on the district's website for your student's specific age/grade.

Students will not be able to participate in sports or regiment/color guard, without a sports or school physical on file prior to the first seasons practice. Please note: school physicals are only required for sixth and ninth grade students and will cover all sports. However, a sports physical will not cover entry into the ninth grade. This requirement is in effect for all summer sports and regiment/color guard.

Dental Examination Timetable:

- A.) Before May 15 of the current school year, each child in Kindergarten, second, sixth and ninth grades shall present to the school proof of having been examined by a dentist in accordance with Section 27-8.1 (1.5) of the School Code and the requirements of this Part. (Section 27-8.1 (1.5) of the School Code). The examination must have taken place within 18 months prior to May 15 of the school year.
- B.) For the purposes of subsection (A), "proof of having been examined by a dentist" means submission of a Department-prescribed dental examination form, signed and dated by a licensed dentist.
- C.) If a child in the second, sixth, or ninth grade fails to present proof of having been examined by a dentist by May 15, the school may hold the child's report card until one of the following occurs:
 - 1. The child presents proof of a completed dental examination. (Section 27-8.1 (1.5) of the School Code). Submission of a completed examination form, in accordance with subsection (B), constitutes proof of a completed dental examination.
 - 2. The child presents proof that a dental examination will take place within 60 days after May 15. (Section 28.1 (1.5) of the School Code). A written statement or appointment card, prepared by a dentist, dental hygienist, or his or her designee and signed by the child's parent or guardian, indicating the name of the child and the date and time of the scheduled dental examination, constitutes proof that a dental examination will take place. The child must present proof of a completed dental examination at the beginning of the following school year, or
 - 3. The child presents a dental examination waiver form, in accordance with section 665.450 of this Part.

Vision and Hearing Screening Mandates:

The Illinois Child Vision and Hearing Test Act (410 ILCS 205), mandates vision and hearing screening programs for preschool and school age children. Screenings are mandated at specific age and grade levels and must be done by technicians/nurses trained and certified by the Department. Children whose test results meet referral criteria are referred to an eye doctor or family physician for further evaluation.

Hearing screening must be provided annually for preschool children 3 years of age or older in any public or private educational program or licensed child care facility, and for all school age children grades kindergarten, first, second and third; are in special education class; have been referred by a teacher; or are transfer students. In lieu of the screening services required, a completed and signed report form, indicating the child had an ear examination by a physician and an audiological evaluation completed by an audiologist within the previous 12 months, is acceptable.

Vision screening must be provided annually for preschool children 3 years of age or older in any public or private educational program or licensed child care facility, and for school age children in kindergarten, second and eighth grades; are in special education class; have been referred by a teacher; or are transfer students. In lieu of the screening services required, a completed and signed report form, indicating that an eye examination by a doctor specializing in diseases of the eye or a licensed optometrist has been administered within the previous 12 months, is acceptable.

The parent or legal guardian of a student may object to hearing or vision screening tests for their children on religious grounds. If a religious objection is made, a written and signed statement from the parent or legal guardian detailing such objections must be presented to the local school authority.

Medication

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health

and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours, they must request that the school dispense the medication to their child/ward and otherwise follow the District's procedures on dispensing medication.

Unless otherwise directed by the administrator or school nurse, no school District employee shall administer to any student, or supervise a student's self-administration of any prescription or nonprescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian and physician. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures. A student may possess medication for immediate use i.e. inhaler/epi pen, at the student's discretion, as prescribed by their physician, provided the student's parent/guardian have completed the appropriate forms. Self-administration of inhalers require that the parent/guardian provide the most current prescription label along with a signed "School Medication Authorization Form." If the prescription label is not available, then a completed and signed "School Medication Authorization Form," including a care provider's signature, is required. The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or the medication's storage by school personnel. Parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of medication or the storage of the medication by school personnel.

Additional forms and requirements may apply for certain medical conditions, medications and treatments. Please contact your school nurse for further information.

- Nothing in this policy shall prohibit any school employee from providing emergency assistance to students including administering medication.
- Medication must be brought in a current pharmacy container clearly marked with the student's name, prescription number,

medication name/dosage, date, administration route, refills remaining, physician's name and pharmacy address and phone number. Over-the-counter medication must be in the original container with the ingredients listed with the child's name affixed.

- The parent/guardian must report immediately any changes in prescription or dosage, and authorization forms must be obtained for each change.
- The parents/guardians are responsible for claiming any unused medication at the end of the school year. Any medication not picked up on or before the last day of school will be destroyed.
- Additional information regarding medication and school health services is available through the school nurse.

Asthma Protocol

Illinois law (099-0843) requires both public and private schools to request from parents/guardians of students with asthma an Asthma Action Plan (AAP). It will be kept in the school's main/health office and distributed to staff who will have contact with the child. The student's medical care provider will be able to provide this documentation. A sample Asthma Action Plan can also be found on the district website or at your child's school.

It is requested that every student diagnosed with asthma provide the school with a Medication Authorization Form along with the Asthma Action Plan each school year. The Asthma Action Plan and school Medication Authorization Form should be completed and signed by the student's medical care provider and parent/guardian. If a student has an inhaler at school, the use of a chamber/spacer may be necessary. If a nebulizer is required please check with your school nurse or principal.

Students with Food Allergies/Chronic Illness

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal.

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

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

Treats and Foods Policy

Celebrations and positive reinforcement are an important part of our district's culture of supporting students. Often students bring treats or snacks to school to share on special occasions. Due to food allergies and other health concerns we do not permit students to bring in food items or treats to school to share. We would like to encourage healthy eating habits and promote non-food items such as pencils, stickers, bookmarks, or other small items in place of food treats. Curricular activities involving food will be dealt with individually.

Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.

- d. Grant consent for and authorize School District representative to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan

Further information can be obtained from the building principal.

Head Lice (Pediculosis) Policy

Sandwich School District #430 has developed policies regarding head lice based on scientific & medical evidence that supports the education process. It is no longer recommended that students with nits be immediately excluded from school or that students be completely nit free before returning to class. In addition, because there is no evidence that a classroom screening of students correlates with prevention of the spread of lice, it is recommended that this practice also cease.

Parents/ Guardian of students found to have live lice will be notified. Students, who have been identified as having live lice with or without nits, will need to check in at the health/main office with proof of treatment and a rescreening prior to returning to school. Most students are back in class the next morning. Students will also be rechecked periodically as another means of prevention.

Students found to have repeat cases of head lice within a short period of time may have additional requirements. Lice is not an infectious disease and in most cases does not result in health complications. Like so many health matters, prevention is the key. Teach your child to avoid head to head contact with friends and to avoid sharing of personal items such as hairbrushes and hats. Those messages are reinforced in school as well. The nurses in the health office maintain strict confidentiality on all student concerns, and therefore, we are not at liberty to share personal student information on this matter. School administrators may send parent notification letters regarding known cases of lice when clusters of cases are noted in a class deemed necessary by the building principal.

Communicable Diseases

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

1. Parents/guardians are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent/guardian.
3. Examples of communicable diseases include, but are not limited to, chicken pox, measles, impetigo, and strep throat.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.
5. As required by Public Act 099-0249, should there be an outbreak or exposure of one of more diseases from which a student is not protected due to religious or medical exemptions, he/she may need to be excluded from school in accordance with the Illinois Department of Public Health (IDPH) rules, Control of Communication Diseases Code (77IL.Adm.Code 690.)

Illness and Injury

Illness and injury occurring at school should be reported immediately to the high school office. Immediate action will be taken, which may include notification of the school nurse as well as a parent/guardian.

Physical Education Policy

Requests asking that your child be excused from P.E.class will be honored for, at most, a two-day period. If parents/guardian(s) request that their child miss P.E.class for greater than a two-day period, the request must be supported by a doctor's statement. If a note is provided requesting that a student not partake in physical exercise during P.E. class, the request will also be honored during recess. A student will be able to be outside (unless note states otherwise) but will not be able to participate in physical activity.

Concussion Policy (Return to Play and Return to Learn)

Sandwich School District follows the provisions of the Youth Sports Concussion Safety Act (105 ILCS 5/22-80.) The entire policy can be found in the district policy manual at www.sandwich430.org. The district agrees to comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its Protocol for NFHS Concussion Playing Rules and the Return to Play Policy. In addition the district shall abide by the Return to Learn Protocol developed by the district committee. Please note that a student removed from a contest or practice due to a possible concussion must meet **all requirements** to return to play.

The Return to Play Policy specifically requires that:

- a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
- b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
- c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

The Return to Learn Protocol specifically requires that:

- a. To initiate the Return-to-Learn protocol, the student must be evaluated by a licensed healthcare professional and documentation provided to the school outlining cognitive and physical restrictions.
- b. The protocol should emphasize allowing the student to participate in the school day in a modified fashion so as not to worsen symptoms. Determining “how much is too much” may be a trial and error process.
- c. The student should be granted adequate time to complete missed academic work following recovery.

- d. The student should report to their case manager or school liaison daily in order to monitor symptoms and assess how the student is tolerating specific school accommodations (a symptom checklist is recommended), as well as assess how teachers and staff are implementing the modified learning plan.
- e. Example of a Symptom Checklist <https://www.luriechildrens.org/en-us/care-services/specialties-services/institute-for-sportsmedicine/concussion-program/Documents/head-injury-symptom-scale.pdf>
- f. Following a concussion, students may not be ready to complete all required assignments. Educators can utilize a “mastery learning” approach emphasizing key concepts taught in brief units for each subject. Educators should assign work that promotes mastery of these concepts but should still limit non-essential assignments. Prioritizing essential course work helps students learn important subject matter while alleviating anxiety about making up missed assignments.
- g. If concussion symptoms increase, it usually means the student is reaching a point of over-exertion and needs a break. Some students may only need periodic breaks throughout the school day while others may need more frequent breaks depending on the severity of symptoms.

Phase 1: No School/Complete Cognitive and Physical Rest

- **Symptom Severity:** In this phase, the student may experience high levels of symptoms that prohibit the student benefiting from school attendance and may cause symptoms to increase in intensity. During this stage, physical symptoms tend to be the most prominent and may interfere with even basic daily tasks. Many students are unable to tolerate being in the school environment due to severe headache, dizziness or sensitivity to light or noise.
- **Treatment:** Emphasis on cognitive and physical rest to allow the brain and body to rest as much as possible.
- **Intervention Examples:** - No School - Avoid activities that exacerbate symptoms. Activities that commonly trigger symptoms include reading, video games, computer use, texting, television, and/or loud music. - Other symptom “triggers” that worsen symptoms should be noted and avoided in the effort to promote healing - No physical activity- this includes anything that increases

the heart rate as this may worsen or trigger additional symptoms - No tests, quizzes or homework - Provide students with copies of class notes (teacher or student generated.)

Phase 2: Part-Time School Attendance with Accommodations:

- Symptom Severity: In this phase, the student's symptoms have decreased to manageable levels. Symptoms may be exacerbated by certain cognitive activities that are complex or of long duration. Often students can do cognitive activities but only for very short periods of time (5-15 minutes) so need frequent breaks to rest and "recharge their batteries".
- Treatment: Re-introduction to school. Avoid environments and tasks that trigger or worsen symptoms. In the first few days of returning to school the goal is not to immediately start catching up on the missed work or learn new material. Rather the initial goal is simply to make sure the student can tolerate the school environment without worsening symptoms. This means the first few days often include just sitting in class and listening (no note-taking or reading). Once the student can tolerate this, he/she can try short intervals (5-15 minutes) of cognitive work per class. Again, determining how much is too much is a trial and error process.
- Intervention Examples: - Part-time school attendance, with focus on the core/essential subjects and/or those which do not trigger symptoms; prioritize what classes should be attended and how often. Examples: (1) half-days, alternating morning and afternoon classes every other day; or (2) attending every other class with rest in the nurse's office, library or quiet location in between. - Symptoms reported by the student should be addressed with specific accommodations - Eliminate busy work or non-essential assignments or classes. - Limit or eliminate "screen time" (computers, phones, tablets, smart boards), reading and other visual stimuli, based on the student's symptoms.

Phase 3: Full-Day Attendance with Accommodations:

- Symptom Severity: In this phase, the student's symptoms are decreased in both number and severity. They may have intervals during the day when they are symptom-free. Symptoms may still be exacerbated by certain activities.

- Treatment: As the student improves, gradually increase demands on the brain by increasing the amount, length of time, and difficulty of academic requirements, as long as this does not worsen symptoms.
- Intervention Examples: - Continue to prioritize assignments, tests and projects; limit students to one test per day or every other day with extra time to complete tests to allow for breaks as needed based on symptom severity - Continue to prioritize in-class learning; minimize overall workload - Gradually increase amount of work.

Phase 4: Full-Day Attendance without Accommodations:

- Symptom Severity: In this phase, the student may report no symptoms or may experience mild symptoms that are intermittent.
- Treatment: Accommodations are removed when the student can participate fully in academic work at school and at home without triggering symptoms.
- Intervention Examples: - Construct a reasonable step-wise plan to complete missed academic work; an extended period of time is recommended in order to minimize stress - Physical activities as specified by student's physician (same as phase 3.)

Phase 5: Full School and Extracurricular Involvement:

- Symptom Severity: No symptoms are present. The student is consistently tolerating full school days and their typical academic load without triggering any concussion related symptoms.
- Treatment: No accommodations are needed.
- Interventions: - Before returning to physical education and/or sports, the student should receive written clearance and complete a step-wise return-to-play progression as indicated by the licensed healthcare professional.

Documentation

The student's case manager or assigned member of the concussion management team should take care to document the specifics of the learning plan, noting the dates when changes are made and the

student's response in terms of symptoms. He/she should also record any instances where the student, parent, or school staff do not follow the recommended accommodations. This documentation should be kept in compliance with the school districts policy regarding privacy.

Concussion symptoms can be subjective in nature, and therefore, it can be difficult to know when a student is reporting symptoms accurately. Communication and documentation among team members will help identify students who may be exaggerating symptoms. If a concern about the legitimacy of the student's complaints arises, the concussion management team must meet to discuss the student's situation and determine the appropriate course of action. In these instances, direct communication between the return-to-learn team and treating physician is imperative.

DISTRICT WELLNESS POLICY

Sandwich School District #430 is dedicated to providing an educational atmosphere that promotes nutritional instruction, wellness, and physical activity. We aspire to teach our students lifelong lessons that encourage healthy active lifestyles, as well as model healthy behavior. Students and staff are faced with issues such as allergies, obesity, poor nutrition and chronic health issues. It is our hope that by establishing healthy habits early we can guide students to maintain a healthy lifestyle as they mature. Staff wellness, along with community support, reinforces the lessons students learn. Student wellness is promoted at Sandwich High School through:

- Encouraging students to drink water by allowing water bottles in classrooms and through the installation of bottle fillers at our drinking fountain stations.
- Through following the USDA Smart Snack Food Guidelines for public schools which includes specific guidelines for fundraising, snack sales, and healthy school lunches. This includes zero smart snack exemption days throughout the school year. Guidelines can be found at: <https://www.fns.usda.gov/school-meals/tools-schools-focusing-smart-snacks>
- Teachers modeling health eating habits.
- Daily physical education lessons.
- Semester long Health Education class at the sophomore level.

- Collaborating with community stakeholders to provide students resources: community physical fitness opportunities and inviting guest speakers into the classroom to share information regarding smoking, vaping, etc.
- Offering extracurricular physical activities during fall, winter and spring seasons.

89.0 ERIN'S LAW

SB 6193, now Public Act 96-1524 provides that the Comprehensive Health Education Program; requires age-appropriate sexual abuse and assault awareness and prevention education in grades Pre-kindergarten through 12th grade.

90.0 TEEN DATING VIOLENCE

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

More information can be found in Board of Education Policy 7:185.

91.0 SMOKING, POSSESSION, AND USE OF TOBACCO

Students are not permitted to smoke, possess, use tobacco or electronic cigarettes or the chemicals for such on School property at any time or during any school sponsored activity. Students may not possess lighters, matches, or any other smoking paraphernalia. Those in violation with this policy will be given consequences. Smoking is defined as any act of smoking tobacco, use of tobacco (snuff, chewing tobacco), holding a lit or unlit tobacco substance, or having tobacco smoke emerging from a student's mouth. Displayed cigarettes or tobacco is not permitted.

92.0 STUDENT DISCIPLINE (PROCEDURES)

Authority to impose discipline

Each teacher, and any other school personnel when students are under his/her charge, is authorized to impose any disciplinary measure (other than suspension, expulsion, corporal punishment or in-school suspension) that is appropriate and in accordance with District/school policies and rules on student discipline.

Teachers, other certificated employees, and other persons (whether or not certificated) providing a related service for or with respect to a student, will maintain discipline in the school and on school grounds. Reasonable force may be used as needed to maintain safety for other students, school personnel or persons, or for the purpose of self-defense or the defense of property. Also, teachers may temporarily remove students from a classroom in cases of disruptive behavior. The Superintendent, building principals, assistant building principals or deans of students are authorized to impose the same disciplinary measures as teachers. Also, they may suspend students guilty of gross disobedience or misconduct from school (including all school functions) for a period not to exceed 10 school days.

Student Behavior

Copies of all School District policies on student behavior are available online through the School District's website or in the school office.

Prohibited Student Conduct

Misbehavior is a matter of choice. Choosing to disrupt class infringes upon the rights of the teacher and the rights of other students to learn.

Students may be disciplined for gross disobedience, misconduct, or engaging in prohibited student conduct whenever it is reasonably related to school or school activities. Examples of conduct that can result in interventions or discipline include but are not limited to the following:

- Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic

beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

- Using, possessing, distributing, purchasing, selling or offering for sale:
- Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
- Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
- Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
- Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
- Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system, or other physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the substance to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system, or other physiological or psychological change in the body, including without limitation pure caffeine in tablet or powdered form. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to

be an illegal drug, controlled substance or other substance that is prohibited by this policy.

- Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
- Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
- Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- Using or possessing an electronic paging device.
- Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- Disobeying rules of student conduct or directives from staff

members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.

- Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
- Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
- Engaging in teen dating violence.
- Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
- Entering school property or a school facility without proper authorization.
- In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
- Being absent without a recognized excuse.
- Being involved with any public school fraternity, sorority, or secret society.
- Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
- Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
- Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school

operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

- Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
- Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (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; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in the types of conduct described above, or engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

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.

When and Where Conduct Rules Apply

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

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event;
or

Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

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

- Notifying parents/guardians.
- Disciplinary conference.
- Withholding of privileges.
- Referral to outside agency
- Temporary removal from the classroom.
- Return of property or restitution for lost, stolen or damaged property.
- In-school suspension.
- After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)

- Community service.
- Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
- Suspension of bus riding privileges.
- Suspension from school and all school activities for up to 10 days. A suspended student may also be prohibited from being on school grounds or attending any school activities.
- Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student may also be prohibited from being on school grounds or attending any school activities.
- Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law and in accordance with Articles 13A and 13B of the School Code.
- Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

Isolated Time Out, Time Out and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student’s behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

Due Process

Before receiving disciplinary action under this policy, the student will be notified of the wrongful nature of the alleged conduct, and given the opportunity to deny or explain his/her conduct. In taking any disciplinary action under this policy, including the expulsion of students, the District will follow procedures required by State and federal law and Board policy.

Suspension Procedures

The following suspension procedures will be followed:

1. The appropriate school official will provide the student with a conference during which oral or written notice of the charges against him/her and the reasons for the charges. If the student denies the charges, the student will be given an opportunity to present his/her explanation of the conduct to school officials. A pre-suspension conference is not required and the student can be immediately removed from school when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption of the educational process. In such cases, the notice and conference will follow as soon as practical.
2. An attempted phone call to the student's parent(s)/guardian(s) will be made to report the suspension. The student will not be sent home during school hours until the appropriate school official has contacted the student's parent(s)/guardian(s).
3. A written notice of the suspension will be given to the student's parent(s)/ guardians(s) as soon as possible and will contain the reasons for the suspension, the rule(s) or regulation(s) that the student is accused of having broken, the beginning date and number of days of the suspension, and the right to review the suspension. The notice shall include information about an opportunity to make up work missed during the suspension for equivalent academic credit. For suspensions of 3 school days or less the notice shall include a rationale or explanation of why the length of suspension was chosen and address the threat or disruption posed by the student. For a suspension of 4 or more school days the notice shall also include an explanation that other appropriate and available behavioral and disciplinary interventions

have been exhausted and no other interventions are available, and for suspensions of 5 or more school days an explanation of what, if any, appropriate and available support services will be provided to the student.

4. A request to review the suspension must be sent to the building principal within five (5) school days after receipt of the suspension notice. Upon receipt of such a request, an informal hearing will be held before the Superintendent or his/her designee. If the suspension is upheld, the parent(s)/guardian(s) may request a hearing before the Board or a hearing officer appointed by the Board.
5. A request for a hearing before the hearing officer must be sent to the Superintendent or his/her designee within five (5) school days after receipt of the Superintendent's or his/her designee's decision. Upon receipt of such a request, a hearing will be conducted by the Board or a hearing officer appointed by the Board.
6. At the hearing, the student has the right to: have legal counsel at his/her own expense, the right to question the person who made the decision to suspend him/her, the right to have and question witnesses, and the right to make a statement in his/her own behalf.
7. After presentation of the evidence, the hearing officer will report to the Board, via a written summary of the evidence heard. The Board may then take such action as it finds appropriate.

Expulsion Procedures

The following expulsion procedures will be followed:

1. The building administrator will recommend to the Superintendent whether a student should be expelled.
2. If the Superintendent agrees with the building principal, a written notice will be sent to the student and his/her parent(s)/ guardian(s) by registered or certified mail. The written notice will include (1) the reason the student is being recommended for expulsion, (2) the specific rule(s) or regulation(s) the student is accused of breaking, (3) the fact that a hearing will be conducted to discuss the student's behavior, (4) the time, date and place of the hearing, and (5) the fact that the hearing will be conducted by the Board or a hearing officer appointed by the Board. The written notice also

will advise the student that, at the hearing, he/she has the right to have legal counsel at his or her own expense, the right to question the building administrator who made the recommendation to expel him/her, the right to have and question witnesses, and the right to make a statement in his/her behalf. The notice may request that if the student is to be represented by an attorney the Superintendent be notified of the attorney's name and contact information.

3. At the expulsion hearing, the Board or the hearing officer will hear evidence of the student's alleged gross disobedience or misconduct, including information of any other interventions attempted, or if no other interventions were available and evidence of the threat or disruption posed by the student, and then submit a written report to the Board. Upon receipt of the hearing officer's report and recommendation, and within ten (10) days of the hearing, the Board will decide whether expulsion is appropriate.
4. A written decision of the Board will be given to the student and his or her parent(s)/guardian(s) within five (5) school days of making the decision. If expelled, the decision shall detail the specific reason why removing the student from school is in the best interest of the school, provide a rationale for the duration of the expulsion, document how all behavioral and disciplinary interventions have been exhausted or if there is a determination that no other appropriate interventions exist, and document how the student's continuing presence in school poses a threat or substantially disrupts or interferes with the operation of the school.

Re-Engagement of Returning Students

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

93.0 DETENTIONS

Detentions will be assigned for minor rule infractions, such as disturbances in the hallways, cafeteria, or study halls. Certain forms

of insubordination, tardies, and failure to remain in assigned areas will also result in detention.

- Detentions will be held every Tuesday, Wednesday, and Thursday from 3:00-3:20p.m.
- Detentions must be served within one day of issue. One day's notice will be given.
- Students who fail to serve detentions will be issued another detention. Failure to serve the second detention will result in a 2-hour detention.
- No talking or sleeping will be allowed in the detention area. Students are to bring study material and arrive promptly at 3:00 pm. Students will not be allowed to enter detention after 3:00 pm. Students missing detention after 3:00 PM must serve their original detention as well as an additional detention. If students are serving detentions they are not allowed to leave the building without permission until 3:20 pm.
- Students are responsible for serving multiple detentions.
- For every fifth detention received, other than for late or tardies, the student will be eligible for an in-school suspension and for each succeeding 5th incident of detention during the school year. Students who have accumulated multiple detentions may have their driving privileges on school property suspended.

94.0 2-HOUR DETENTION AND SATURDAY DETENTION

2-hour Detention is a two-hour period after school (3-5 p.m.) during which students are isolated from their regular activities and required to pursue completion of academic assignments under the supervision of a faculty member and under "quiet room" conditions. Students are prohibited from attending and/or participating in any school-sponsored extra-curricular activities on the day of 2-hour detention(s). Students assigned a 2-hour detention are not allowed to leave the building until 5:00 p.m. If a 2-hour detention is skipped, students will be given an in-school suspension and they must also serve the original 2-hour Detention.

95.0 IN-SCHOOL SUSPENSION (ISS)

In-School Suspension (ISS) is a full school day in which students are isolated from their regular class schedule and are encouraged to complete their regular classroom assignments, make-up work, tests

and extra credit work for credit under "quiet room" conditions. Since ISS is an official suspension from the regular classroom, the rules and regulations of suspensions apply. ISS students are prohibited from attending and/or participating in any school sponsored extra-curricular activities on the day of their suspension(s). It is the student's responsibility to collect and return all completed work to the appropriate teacher on time for credit.

It is the responsibility of the individual student to acquire his/her assignments from his/her individual teachers. Students who fail to bring enough work to occupy them for the entire suspension period will be removed from suspension and reassigned another suspension date, plus a consequence date for being removed. Students that are absent from suspension/ISS without an administrative excuse will be assigned another date, plus a consequence date for being unexcused.

96.0 CORPORAL PUNISHMENT

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

97.0 NOTIFICATION TO PARENTS/GUARDIANS OF FAMILY PRIVACY RIGHTS

The School Board has a policy concerning privacy and parental access to information. A complete copy of the policy 7:15, Student and Family Privacy Rights, are available upon request from the general administration office. Please read the policy for a more thorough explanation of these rights.

98.0 BEHAVIORAL MANAGEMENT PLAN

The policies and regulations contained in this handbook are in effect for all school-related activities, either at home or away. A list of examples may include but are not limited to: dances, field trips, concerts, or athletic events.

The Behavioral Management Plan of Sandwich High School is designed to define and clarify the behavioral expectations of our students. The plan also outlines the structure and procedures to be followed by the staff and administration in cases where these expectations are not met. With mutual cooperation between students, staff, and administration this plan can assist in making Sandwich High School an environment where each student has the opportunity to earn a quality education. Individual teacher management plans are available for viewing from the building principal. Students who exhibit chronic misbehavior will be required to have a meeting with: student, parents/guardians, social worker, counselor, and/or administration. Should the student's misbehavior not change, the student and parents/guardians will be required to meet with the administration and school board in order to fully understand appropriate behavior in school.

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

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

99.0 BUS RULES/ TRANSPORTATION DEPARTMENT:

Parents/Guardians:

Please discuss these bus rules and procedures with your child. Your child should appreciate the important part he/she plays in accomplishing a SAFE and EFFICIENT bus ride.

Your child should understand that riding a school bus is a privilege requiring appropriate, safe, respectful behavior. Unruly conduct on the bus is a very real risk to the safe operation of a school bus. **Your cooperation in communicating this very important message is most appreciated.**

Bus Service Eligibility:

Transportation is provided for all students in the district residing at a distance of one and one-half miles from their assigned schools or where a safety hazard is a concern. Eligible students will be assigned a bus according to their residence.

Procedures regarding busing students to a daycare or a babysitter are as follows and have been approved. Students will not be transported to a babysitter or daycare center. The transportation department has been instructed to bus eligible students from home to school and back home only.

The Board of Education has approved the procedure of allowing students to be dropped off anywhere on their assigned route where their assigned bus may stop, however, changing buses for any reason will not be permitted.

While the transportation department has been instructed to continue busing eligible students from home to school and back home again, no longer will non-eligible sibling(s) receive transportation (i.e. where one family member attends Sandwich Middle School and is eligible, and their sibling attends Woodbury and is not eligible based on their home, the student attending the middle school qualifies and the student attending Woodbury does not).

No student will be permitted to ride a bus that is not his or her designated a.m./p.m. bus. Parent/guardians must make arrangements to transport friends.

*****NO EXCEPTIONS.**

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Dress properly for the weather. Make sure all drawstrings, ties,

straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.

2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

Be Prompt:

Students should arrive at the bus stop no sooner or later than five minutes before the bus is scheduled to arrive.

At the Bus Stop:

While waiting at the bus stop, students are expected to stand a safe distance from the street and avoid activities that could injure themselves or others. Students are expected to respect other's property. When the bus approaches, students must obey the instructions of the driver. This is particularly important in the winter when slick road conditions exist.

Driver Authority:

The driver has full authority over passengers on the bus. Seating assignments may be necessary to assure passenger safety. If a student demonstrates inappropriate behavior, the parent/guardian will be contacted to assist the student to modify the behavior concern.

Permanent Routes:

The routes stops and approximate pick up/drop off times have been established. Do not ask the bus drivers to stop at places other than the regular stops; drivers are not permitted to do this except by authorization from the transportation department.

Boarding/Departing the Bus:

It may be necessary to cross the road to board the bus. Students are expected to observe the driver's instructions and always cross in front of the bus with the aid of the flashing stop sign lights and crossing arms. **UNDER NO CIRCUMSTANCES SHOULD A STUDENT WALK BEHIND THE BUS.**

Conduct:

Safe, respectful conduct is expected of all students to insure safety:

- Follow the bus driver's directions the first time they are given
- Use classroom voices on the bus
- No swearing, rude gestures, cruel teasing, name calling, or put downs
- Students must remain seated while the bus is in motion
- Respect others and their property
- Keep your hands to yourself
- No eating or drinking is allowed on the bus
- Students must be absolutely quiet when approaching a railroad-crossing stop.

Serious or persistent violations offensive to or endangering the safety of others will result in disciplinary action. The age of the students will help determine how many progressive steps are appropriate. Certain activities may result in immediate suspension from bus riding privileges. These include but are not limited to:

- Fighting on the bus
- Throwing objects in or out of the bus
- Possession of dangerous weapons or articles (glass containers, sharp objects, etc.)
- Destroying or defacing bus property
- Use of sparking devices
- Smoking or use/possession of drugs, alcohol, or any form of tobacco
- Obscene gestures or profanity directed to the bus driver or others
- Possession of laser pointers

Items Not Allowed on the Bus

For reasons of safety and health, the following items are NOT allowed on a school bus:

- Glass objects: bottles, jars, etc.
- Open containers of food, drink, gum
- Live animals, bugs, and worms
- Plants, dirt, other growing projects
- Oversized objects and instruments; those that cannot fit safely in the seat with the student
- Weapons, guns, knives, razor blades, etc. (real or toy)
- Skate boards, roller blades, baseball bats, basketballs
- Any item which cannot be transported easily or which creates a safety concern
- Distractive electronic devices or trading cards
- Possession of laser pointers
- Cell phones are not to be turned on or used on the bus

Please arrange for alternative transportation if any of the restrictive items are needed at school.

Use of Video Cameras

Video cameras may be used on school buses as necessary in order to monitor conduct and maintain a safe environment for students.

The contents of the videotapes are student records and are subject to district policy and procedures concerning school student records. Only those people with a legitimate educational or administrative purpose approved by the Superintendent or designee may view the videotapes.

Individuals with a legitimate educational or administrative purpose will be the Superintendent, Building Principal, Transportation Director, bus driver, and sponsor, coach, or other supervisor. If the contents of a videotape become the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

Disciplinary Procedures

When, in the opinion of the driver, a serious rule violation occurs, or when the driver's efforts to deal with less severe violations are unsuccessful, or a pattern seems to have developed, a Bus Conduct Report will be issued. The intent is to maintain good order and a safe environment for students riding the buses to and from school or school-sponsored activities, as well as to notify parents/guardians of the misconduct of their children. See the student handbook for school disciplinary procedures.

- Students are expected to be on time to their assigned bus stop but should not arrive earlier than ten minutes before the scheduled arrival. In order to maintain a dependable time schedule, drivers have been instructed not to wait for tardy students.
- When students need to cross a road before boarding or after exiting a bus, they must wait to do so until the driver signals, granting them permission to cross. They should cross the road far enough in front of the bus so that both student and driver can see one another.
- As a safety measure, students are asked to refrain from unnecessary conversation with the driver while the bus is in motion. Excessive noise can be distracting. Failure to keep the noise level low will result in disciplinary action.
- At no time will a student be allowed to extend any part of their body out of a bus window. Throwing objects or yelling out the window is also prohibited.
- Students are expected to help keep buses clean.

- Students are required to remain properly seated as a safety precaution. This means facing forward with backs against the seat.
- Standing while the bus is moving is not permitted.
- The aisle and emergency exits must be kept clear of any objects that would hinder their use.
- There is to be no noise when the bus stops at a railroad crossing.
- Nothing is to be thrown on the bus.
- As a reminder, we cannot accommodate requests for students to ride home on different buses to a baby-sitter or relative. Due to increased enrollments, many buses are at capacity and granting such requests presents the possibility of overloading.
- Students are expected to comply with the bus driver's authority. Boarding, exiting, changing seats, standing or walking inside the bus should be done only with permission from the driver.
- Students are to occupy assigned seats when the driver feels such action is necessary.
- Students will be held accountable for their behavior to and from the bus stop, at the bus stop, on the bus and on the way home from the bus stop. Any fighting, harassment, injury or property damage will be reported.
- Possession or use of tobacco, alcohol or a controlled substance on the bus or at a bus stop is not only a violation of bus regulations, but the school code as well.
- Students who damage or vandalize a school bus will not only face consequences, but also will be obligated to pay for damages before being allowed to resume riding.
- Students using/displaying obscene or unacceptable language, gestures, remarks or signs will be subject to disciplinary action.

Note:

Serious offenses, such as fighting, flagrant displays of disrespect toward a driver, possession of drugs or alcohol may result in immediate loss of bus privileges for a period of time. The individual school will determine the consequence. Assault of a driver may result in immediate suspension and a police report may be filed.

100.0 RANDOM DRUG SCREENING PROGRAM

Participants in Athletics/Extracurricular/Privileged Activities

The Conduct Code for Participants in Athletic/Extracurricular/Privileged Activities shall be included in the Sandwich Middle School Handbook and in the Sandwich High School Handbook. Parents/Guardians of Sandwich CUSD #430 students (including home-schooled students) will be asked to sign the Extracurricular Code of Conduct Informed Consent Agreement and the Consent and Release for Random Drug Screening. The duration of this consent shall be one calendar year, running from August 1 through July 31. **Students are not eligible for participation in any athletics/extracurricular/privileged activities unless these consent forms are signed by September 1st (or within two weeks of registering if enrolling after the start of the school year).** (Students submitting signed forms after this time will either serve the consequence for a positive test or submit to a drug test (administered by the district contracted provider at the student's expense) and release the results to the designated school representative).

Non Participants in any Athletic/Extracurricular/Privileged Activities:

Parents/Guardians may voluntarily enroll their student in the random drug screening program even if the student chooses not to participate in athletics/extracurricular/privileged activities. Parents/Guardians must sign the consent forms. Students testing positive in the random drug screening program that do not participate in athletics/extracurricular/ privileged activities will be provided with resource and intervention options, and there will be no school consequences for the positive test.

For the purpose of this policy, the following definitions shall provide guidance:

- Athletic/Extracurricular/Privilege activities: All Sandwich High School athletic/extracurricular/privilege activities that are both voluntary in nature and that are not associated with an academic grade or curricular requirement.

Athletic/Extracurricular/Privilege activities at Sandwich High School

include, but are not limited to the following:

- | | |
|---------------------------------------|------------------------------|
| Awards Night | Baseball |
| Basketball | Bass Fishing |
| Celebration Assembly | Cheerleading |
| Chess Club | Class Offices |
| Class Sponsored Trips | Computer Club |
| Cross Country | Dances |
| Drama Club | DCP/Safe |
| Driving/Parking (school grounds) | Fall Play |
| FFA | Football |
| Fine Arts Club | Educators Rising |
| Golf | Graduation/Awards Ceremony |
| History Club | Homecoming Activities, Court |
| IMEA | I-8 Leadership Conference |
| I-8 Music Festival | Jazz Choir |
| Jazz Ensemble | Jazz Lab |
| Madrigals | Marching Indians |
| Math Team | Men's Choir |
| National Honor Society | Pep Band |
| Dance Team | Prom Court and Prom |
| Renegade Regiment | Scholastic Team |
| Science Club | Soccer |
| Softball | Spanish Club |
| Speech Team | Spring Musical |
| Statisticians/Managers | Student Council |
| Student Leadership Initiative Program | T.A.L.K. |
| Thespian Club | Track |
| Variety Show | Volleyball |
| Wrestling | WYSE |
| All other school sponsored activities | |

Participation in athletic, extracurricular and/or other privileged activities at Sandwich CUSD 430 is a privilege and not a right. Therefore, all students who participate/enroll in athletic/extracurricular/privileged activities are required to comply with this Code of Conduct. By the district permitting participation in privileged activities by the student, both the student and the student's parents/guardians agree and promise that the student will abide by all the requirements of this Code of Conduct.

The Code of Conduct for participants in all athletic/extracurricular/privileged activities shall be included in the Sandwich Middle School Handbook and in the Sandwich High School Handbook. Parents/Guardians and the student will be asked to sign the Code of Conduct Informed Consent Agreement and the Consent and Release for Random Drug Screening. The duration of this consent shall be one calendar year, extending from August 1 through July 31 of each year (or two weeks after registration through July 31 if enrolling after the start of the school year).

Students are not eligible to participate in any athletic, extracurricular, or privileged activity unless these consent forms are signed and submitted by September 1st. (Students submitting signed forms after September 1st, (or later than two weeks after registration if enrolling after the start of the school year) will either serve the consequence for a positive test or submit to a drug test (administered by the district contracted provider – at student’s expense) and release the results to the designated school representative.)

Non Participants in any athletic/extracurricular/privileged activity: Parents/Guardians may voluntarily enroll their student in the random drug screening program even if the student chooses not to participate in athletics/ extracurricular/privileged activities. Parents/Guardians must sign the consent forms. Students testing positive in the random drug screening program that do not participate in athletics/extracurricular/ privileged activities will be provided with resource and intervention options, and there will be no consequences due to the positive test.

Random Drug Testing Program

For the purpose of this policy the following definitions shall provide guidance:

- Athletic/Extracurricular/Privileges: All activities that are voluntary in nature and that are not associated with any academic grade or curricular requirement.
- Random Selection: Selection by a contracted vendor using a double-blind selection method--one in which neither the

administrators nor the participants can predict or affect the outcome. The computer does not examine participant IDs, nor does it take into account how many times, when, or whether participants have been tested in the past. It is possible that someone chosen for a random test may have been previously selected in the last random selection. The random element of chance is just what is implied--a random chance. Random testing will be done at least once per month, provided, however, parents/guardians of a student selected for testing who is not currently participating in any athletic/extracurricular/privilege activity may elect not to be tested.

- Drug: any substance illegal for consumption by a minor unless prescribed by a physician. The drugs tested will be determined by the Board of Education, the Superintendent of Schools, or designee.
- Sign-up period: registration through September 1st, or two weeks after registration if enrolling after the start of the school year.
- Revoke: a student or parents/guardians may change their mind and deny their consent after the consent agreements have been signed, but in doing so the student will become ineligible to participate in athletics/extracurricular/ privilege activities in the same manner as if he/she had a positive test for drugs.
- Testing: collection of a urine specimen on school site (utilizing a modified bathroom to meet collection criteria for urine drug testing- meeting the Federal Guidelines- 49CFR Part 40 requirements) by contracted certified collectors. The specimen will be tested at a certified laboratory and investigated and confirmed by a contracted Medical Review Officer. Questions about testing results or testing procedures will be referred to the contracted medical provider.
- Positive Test: a failure to fully cooperate with the testing procedures, a refusal to test, or a confirmation of a positive test shall all be considered a positive test. The medical provider will inform parents/legal guardians and the designated school representative of the test results. A positive test will be referenced as “use of drugs” in the Conduct Code for Participants in Extracurricular Activities.
- Confidentiality: information and results will be kept separate from the student’s educational records. Negative results will be kept in

a secure file with the provider for one year and positive results will be kept in a secure file with the provider for five years. Due to HIPAA privacy laws, information will only be shared with the Medical Review Officer, the parents/legal guardians who signs the consent form and to Sandwich School District's designated representative.

INFRACTIONS AND CONSEQUENCES – Use of Drugs

FIRST OFFENSE: (Positive Test Result)

Athletics

The participant will be suspended from participation in 66% of the total sport season with an option to attend an intervention program to reduce the penalty to a minimum of 20% of the season. Participants are allowed to practice, not compete.

Suspensions carry over from one activity to the next until the full consequence has been served.

District counselors will provide a list of resources where interventions may be sought; however, the student will be responsible to attend, complete and pay for the intervention. Interventions are to commence within ten days of testing positive, and documentation of successful completion must be provided to the principal.

All Other Extracurricular/Privileges (non-athletics)

Suspensions involving a student participating in extracurricular activities and/or other privileges (other than athletics) will be subject to the loss of 66% (57 school attendance days) of the length of an average semester, which is equivalent to 86 school attendance days. This consequence will begin immediately after a positive test result and will make the student ineligible to participate in any activity scheduled during that time-period. If the student agrees to attend and completes an intervention program, the consequence will be reduced to 20% (17 school attendance days). Participants are allowed to practice, not compete/ participate.

Suspensions carry over from one activity to the next until the full consequence has been served.

District counselors will provide a list of resources where interventions may be sought; however, the student will be responsible to attend, complete and pay for the intervention. Interventions are to commence within ten days of testing positive and documentation of successful completion must be provided to the principal.

Example A: Student plays a sport, is involved in student government and has registered for a parking permit. Consequence: The student shall be suspended from each activity/privilege until consequences have been served for that activity/privilege.

Sport: participation in 66% of the total sport season with an option to attend an intervention program to reduce the penalty to a minimum of 20% of the season; **and Student Government & Parking Permit:** loss of 66% (57 school attendance days) of the length of an average semester, which is equivalent to 86 school attendance days. This consequence will begin immediately after a positive test result and will make the student ineligible to participate in any activity scheduled during that time period. If the student agrees to attend and completes an intervention program, the consequence will be reduced to 20% (17 school attendance days).

Example B: Student is involved in student government, has registered for a parking permit and chooses to attend a dance. Consequence: The student shall be suspended from each activity/privilege until consequences have been served for that activity/privilege.

Student Government, Parking Permit, Dance (all encompassed): loss of 66% (57 school attendance days) of the length of an average semester, which is equivalent to 86 school attendance days. This consequence will begin immediately after a positive test result and will make the student ineligible to participate in any activity/privilege scheduled during that time period. If the student agrees to attend and completes an intervention program, the consequence will be reduced to 20% (17 school attendance days).

Example C: Student is not involved in extra-curricular activity but has registered for a parking permit. Consequence: The student shall be

suspended from driving/parking on school grounds until consequences have been served.

Parking Permit: loss of 66% (57 school attendance days) of the length of an average semester, which is equivalent to 86 school attendance days. This consequence will begin immediately after a positive test result and will make the student ineligible for this privilege during that time period. If the student agrees to attend and completes an intervention program, the consequence will be reduced to 20% (17 school attendance days).

SECOND OFFENSE (Positive Test Result):

Athletics

Suspension will be for the balance of the current sport season and 66% of the next season in which the participant is involved. Participants are allowed to practice, not compete.

All Other Extracurricular/Privileges (non-athletics)

Suspensions involving a student participating in extracurricular activities and/or other privileges (other than athletics) will be subject to the loss of 66% (57 school attendance days) of the length of an average semester, which is equivalent to 86 school attendance days. This consequence will be served immediately and will make the student ineligible to participate in any activity scheduled during that time period. Participants are allowed to practice, not compete/participate.

Example – 2nd Offense: Student plays football, is involved in student government and has registered for a parking permit. This consequence will begin immediately after a positive test result and will make the student ineligible for this privilege during that time period. Consequence: The student shall be suspended from the rest of the football season and then 66% of his/her next sport. The student will also be suspended from all other activities/privileges for 57 school attendance days.

THIRD OFFENSE (Positive Test Result)

The student will be suspended for all athletics/extracurricular/privilege activities for the duration of his/her career at that school.

Positive test results will not carry over from the middle school to the high school; the time at the middle school is treated independently of the time at the high school

100.0 ATHLETIC / EXTRACURRICULAR CODE OF CONDUCT

Participation in school sponsored athletic and/or extracurricular activities at Sandwich CUSD 430 is a privilege and not a right. Therefore, all students who participate in athletic and extracurricular activities are required to comply with this Code of Conduct. By the district permitting participation in an athletic or extracurricular activity by the student, both the student and the student's parents/guardians agree and promise that the student will abide by all the requirements of this Code of Conduct. **This code of conduct is enforced at all times, even when school is not in session.**

The Code of Conduct for participants in all Athletic/Extracurricular Activities shall be included in the Sandwich Middle School Handbook and in the Sandwich High School Handbook. Copies of this code shall be given to all extracurricular participants and their parents/guardians and the code shall be explained at an orientation meeting. Parents/Guardians and the student will be asked to sign the Extracurricular Code of Conduct Informed Consent Agreement and the Consent and Release for Random Drug Screening. The duration of this consent shall be one calendar year, extending from August 1 through July 31.

Students are not eligible for participation in any athletic/extracurricular activities unless these consent forms are signed and submitted by September 1. Students submitting signed forms after September 1 (or later than two weeks after registration if enrolling after the start of the school year) will either serve the consequence for a positive test or submit to a drug test (administered by the district contracted provider – at student's expense) and release the results to the designated school representative.

This Code of Conduct is not intended to be used as the sole disciplinary model for students participating in athletics and/or extracurricular activities. It is to be used in conjunction with the

Sandwich CUSD #430 disciplinary model and IHSA rules included in other sections of the handbook.

The following sections with reference to Level A, B and C offenses are examples only. The infractions outlined are designed to make students aware of the types of behaviors upon which the school will act, and types of consequences that might be expected as a result of these behaviors. Coaches and school officials, however, have the authority, in their sole discretion, to determine that any particular conduct should receive discipline appropriate to the offense committed including suspension for longer or different periods or removal from the team or extracurricular activity.

Although the Code of Conduct applies to students at both Sandwich Middle School and Sandwich High School, behavior and consequences occurring at Sandwich Middle School do not carry over to Sandwich High School.

**LEVEL A INFRACTIONS AND CONSEQUENCES
(athletes/extracurricular participants)**

Level A infractions include, but are not limited to, behavior noted as Level 1 in the “Disciplinary Cycle Model” section of the handbook. This includes rude and unacceptable behavior. It does not include behavior that falls under Level B and/or Level C below. For purposes of this section, these infractions will be considered on a season by season basis. Participants are allowed to practice, not compete.

FIRST OFFENSE:	Warning letter placed in file
SECOND OFFENSE:	Warning letter placed in file
THIRD OFFENSE:	Suspended for one contest
FOURTH OFFENSE:	Suspended for two contests
FIFTH OFFENSE:	Suspended for 20% of current season(s)

**LEVEL B INFRACTIONS AND CONSEQUENCES
(athletes/extracurricular participants)**

Level B misconduct includes the possession or use of tobacco products. It includes behavior on or off school property occurring at any time, including school holidays and vacations. Participants are allowed to practice, not compete.

FIRST OFFENSE:	Suspension of one contest (no warning)
SECOND OFFENSE:	Suspension of two contests
THIRD OFFENSE:	Suspension of 20% of current season(s)

LEVEL C INFRACTIONS AND CONSEQUENCES

(athletes/extracurricular participants)

Level C misconduct includes, but is not limited to, the behaviors shown below. It includes behavior on or off school property occurring at any time, including school holidays and vacations.

1. Any use, possession, or transportation of alcohol or illegal drugs; being under the influence of alcohol or a controlled substance; testing positive for drugs; possession of drug paraphernalia, steroids, a controlled substance, or look-alike drugs.
2. Criminal acts (charged with and/or convicted of)
3. Behavior noted as Level 3 or Level 4 in the “Disciplinary Cycle Model” section of the handbook (with the exception of tobacco, which is handled above as a Level B infraction).
4. A positive test result under the Random Drug Screening Program;

First Offense (Athletics)-The participant will be suspended from participation in 66% of the total sport season with an option to attend and successfully complete an intervention program to reduce the penalty to a minimum of 20% of the season. Participants are allowed to practice, not compete.

District counselors will provide a list of resources where interventions may be sought; however, the student will be responsible to attend, complete and pay for the intervention. Interventions are to commence within ten days of an infraction and documentation of successful completion must be provided to the principal.

Example of Level C Infraction: Student plays a sport(s).

Consequence: The student shall be suspended from each athletic activity until consequences have been served.

Sport: loss of 66% of the total sport season with an option to attend and successfully complete an intervention program to reduce the penalty to a minimum of 20% of the season. Suspensions carry over from one athletic activity to the next until the full consequence has been served.

All Other Extracurricular Activities (non athletics)

Suspensions involving a student participating in non-athletic extracurricular activities will be subject to the loss of 66% (57 school attendance days) of the length of an average semester, which is equivalent to 86 school attendance days. If the student agrees to attend and successfully complete an intervention program the consequence will be reduced to 20% (17 school attendance days). Participants are allowed to practice, not compete/participate.

District counselors will provide a list of resources where interventions may be sought; however, the student will be responsible to attend, complete and pay for the intervention. Interventions are to commence within ten days of the infraction and documentation of successful completion must be provided to the principal.

Example of Level C Infraction: Student is involved in regiment and the play. Consequence: The student shall be suspended from participating until consequences have been served.

Regiment & Play (all encompassed): Loss of 66% (57 school attendance days) of the length of an average semester, which is equivalent to 86 school attendance days. If the student agrees to attend and successfully complete an intervention program, the consequence will be reduced to 20% (17 school attendance days). Suspensions carry over from one activity to the next until the full consequence has been served.

SECOND OFFENSE:

Athletics

Suspension will be for the balance of the current sport season and 66% of the next season in which the participant is involved. Participants are allowed to practice, not compete.

All Other ExtraCurricular Activities (non athletics)

Suspensions involving a student participating in extracurricular activities (other than athletics) will be subject to the loss of 66% (57 school attendance days) of the length of an average semester, which is equivalent to 86 school attendance days. Participants are allowed to practice, not compete/participate.

Example of Level C Infraction – 2nd Offense: Student plays football and is involved in student government. Consequence: The student shall be suspended from the rest of the football season and then 66% of his/her next sport. The student will also be suspended from all other activities/privileges for 57 school attendance days.

THIRD OFFENSE:

The student will be suspended from all extracurricular activities for the duration of his/her career at that school. Consequences will not carry over from Sandwich Middle School to Sandwich High School.

COMMUNICATION GUIDELINES FOR POSITIVE PARENT/COACH RELATIONSHIP:

As your son/daughter becomes involved in the programs at Sandwich CUSD 430, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things don't go the way you or your son/daughter wish they would. It is very difficult to accept that your son/daughter is not playing as much as you may like. All of our coaches are certified. They make their decisions based on what they believe to be the best for all the student athletes involved.

From Coach:

- Philosophy of the coach
- Expectations the coach has for your child
- Locations and times of all practices and contests, team requirements, fees, special equipment, etc.
- Notification of any scheduled conflicts well in advance (if possible)
- Procedure should your athlete be injured during participation

From Parent/guardian:

- Concerns expressed to the coach
- Notification of any scheduled conflicts well in advance (if possible)
- Specific concerns in regard to a coach's philosophy and/or expectations

Appropriate concerns to discuss with coach:

- Academic support-college opportunities
- A concern for your athlete's mental and physical well being
- Ways to help your athlete improve
- Concerns about your child's behavior

Procedure to discuss a concern with a coach:

- Call and leave a message for the coach to set up an appointment. The high school phone number is 815-786-2157.
- If the coach can not be reached, call the athletic director at the high school.
- Please do not attempt to contact a coach before, during, or after a practice or contest. These can be emotional times for both the parent/guardian and the coach. Meetings of this nature do not promote a resolution.
- Approaching coaches at inappropriate times or with inappropriate subject matter may result in removal and exclusion from future games, or the rest of the season activities.
- The parent/guardian or coach may request to have a school administrator present at the meeting.

Concerns not appropriate to discuss with the coaches:

- Playing time
- Team strategy
- Play calling
- Other student athletes
- Post season awards

There are situations that may require a conference between the coach, athlete, and parent/guardian. These are to be encouraged. It is important that both parties have a clear understanding of the other's position. When these conferences are necessary, the procedure below should be followed to help promote a resolution of the issue or

concern.

Complaints related to Student Activities

- The student should discuss the problem with the sponsor or coach at a pre-arranged meeting. The sponsor or coach should communicate with their supervisor.
- Should the student be dissatisfied with the decision, parental involvement will more than likely take place. The parents/guardians should be instructed to speak to the sponsor or coach.
- Should the parents/guardians and student be dissatisfied with the decision, they should be directed to the Athletic Director.
- In some cases the Principal may be the next step.
- Should the situation still not be resolved, the meeting should move to the Building Administrator, Principal.
- The next step would be an appeal to the Superintendent.
- The final appeal would be to the Board of Education
- Court Appeal.

The system outlined above will only be successful if the following principles are applied.

- Snap judgments and decisions need to be avoided. Spot potential problems and communicate them as early as possible. Communication and discussion are a must and our best results will come about when communication takes place prior to decision-making.
- We all need to be open-minded and supportive of the decisions that are made.

Approaching coaches at inappropriate times or with inappropriate subject matter may result in removal and exclusion from future games, or the rest of the season activities.

The Next Step:

What can a parent/guardian do if the meeting with the coach did not provide a satisfactory resolution?

- Call and set up an appointment with the Athletic Director to discuss the situation.
- At this meeting the appropriate next step can be determined.

Since research indicates a student involved in extracurricular activities has a greater chance for success during adulthood, these programs have been established. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. Please keep in mind that participation is a privilege that a student-athlete earns through his/her efforts. We hope the information provided makes both your child's and your experience with Sandwich Community High School athletic programs an enjoyable experience.

Pre-Season Sportsmanship Seminar

All athletes, coaches, and at least one parent/guardian must attend this meeting prior to practice or competition. If a parent/guardian cannot attend the meeting on the scheduled date, arrangements can be made through the athletic office for special viewing of video-taped material.

Regular Schedule

1st Hour: 8:00 – 8:51

2nd Hour: 8:55 – 9:46

3rd Hour: 9:50 – 10:41

4th Hour: 10:45 – 11:36

6A Hour: 11:40 – 12:04

6B Hour: 12:08 – 12:32

6C Hour: 12:36 – 1:00

7th Hour 1:04 – 1:55

8th Hour 1:59 – 2:50

Advisory Schedule

1st Hour: 8:00 – 8:47

2nd Hour: 8:51 – 9:38

3rd Hour: 9:42 – 10:29

4th Hour: 10:33 – 11:20

5th Advisory: 11:23 – 11:48

6A Hour: 11:51 – 12:15

6B Hour: 12:18 -12:41

6C Hour: 12:45 – 1:08

7th Hour 1:12 – 1:59

8th Hour 2:03 – 2:50

EARLY DISMISSAL

1st Hour: 8:00-8:23

2nd Hour: 8:27-8:50

3rd Hour: 8:54-9:17

4th Hour: 9:21-9:44

6A/B/C Hour: 9:48-10:11

7th Hour: 10:15-10:38

8th Hour: 10:42-11:05

1:05 DISMISSAL

1st Hour: 8:00-8:33

2nd Hour: 8:37-9:10

3rd Hour: 9:14-9:47

4th Hour: 9:51-10:24

7th Hour: 10:28-11:01

8th Hour: 11:05-11:38

6A: 11:42-12:06

6B: 12:10-12:34

6C: 12:38-1:05