



2009-2010

STUDENT/PARENT HANDBOOK

Somonauk High School



SOMONAUK COMMUNITY UNIT SCHOOL DISTRICT NO. 432
SOMONAUK, ILLINOIS 60552
STUDENT/PARENT HANDBOOK
TABLE OF CONTENTS

	Page
2009-2010 School Calendar.....	2
Personnel	3
Introduction.....	4
General School District Information/Student Handbook.....	5-34
Extra-Curricular/Athletics Handbook.....	35-43
Accidents.....	5
Activities/Athletics.....	5
Asbestos Notice.....	6
Attendance.....	6
Book Rental and Fees.....	9
Bus.....	9
Cheating.....	10
Closing.....	11
College Days/Job Shadowing.....	11
College Required Testing.....	11
Conferences.....	11
Counselor.....	12
Disabilities.....	12
Disaster Plan.....	12
Discipline Policies.....	12
Dress Code.....	17
Driving and Parking.....	18
Early Release Days.....	19
Electronic Devices/Cell Phones....	19
Extra Credit Policy.....	19
Extra-Curricular.....	20
Field Trips.....	29
Food and Gum in School.....	29
Grading.....	29
Graduation.....	30
Health Services.....	32
Homework.....	32
Honor Roll.....	32
Insurance.....	33
Internet.....	33
Lockers.....	36
Lost and Found.....	36
Lunch Period and Lunch Money....	36
Medication.....	37
No Child Left Behind.....	37
Passes.....	38
Personal Items.....	38
Pesticide Notice.....	38
PE.....	38
Privacy.....	38
Records.....	39
Restroom Use.....	41
Social Worker and Psychologist....	42
Student Services.....	43
Visitation.....	44

SOMONAUK COMMUNITY UNIT SCHOOL DISTRICT #432 SCHOOL CALENDAR – 2009-2010

AUGUST

M	T	W	T	F		
3	4	5	6	7		
10	11	12	13	14	August 20-21	Teacher Institute – No School
17	18	19	20	21	August 24	Student dismissal 11:30 a.m.
24	25	26	27	28		
31					6 Days	

SEPTEMBER

	1	2	3	4	September 7	Labor Day – No School
7	8	9	10	11	September 10	1:30 p.m. Dismissal
14	15	16	17	18	September 11	No School – Teacher Institute
21	22	23	24	25		
28	29	30			20 Days	

OCTOBER

			1	2		
5	6	7	8	9	October 9	No School – Fall Break
12	13	14	15	16	October 12	Columbus Day – No School
19	20	21	22	23	October 21	Early Dismissal – 11:15 a.m.
26	27	28	29	30	October 23	End of First Quarter
					20 Days	

NOVEMBER

2	3	4	5	6	November 4	No School- Parent Conference 8 a.m.-8 p.m.
9	10	11	12	13	November 25	No School – Non-Attendance Day
16	17	18	19	20	November 26	No School - Thanksgiving
23	24	25	26	27	November 27	No School – Non-Attendance Day
30					17 Days	

DECEMBER

	1	2	3	4	December 9	Early Dismissal – 11:15 a.m.
7	8	9	10	11	December 18	Regular Dismissal Time
14	15	16	17	18	December 21	Winter Break
21	22	23	24	25		
28	29	30	31			14 Days

JANUARY

				1	January 4	School resumes
4	5	6	7	8	January 8	End of First Semester
11	12	13	14	15	January 22	No School – Teacher Institute
18	19	20	21	22		
25	26	27	28	29		
					19 Days	

FEBRUARY

1	2	3	4	5	February 11	No School—Parent Conference 2-8 p.m.
8	9	10	11	12	February 12	No School – Winter Break
15	16	17	18	19	February 15	No School – Winter Break
22	23	24	25	26		
					17 Days	

MARCH

					March 10	Early Dismissal – 11:15 a.m.
1	2	3	4	5	March 12	End of Third Quarter
8	9	10	11	12	March 26	Regular Dismissal—Spring Break
15	16	17	18	19	March 29-April 5	Spring Break
22	23	24	25	26		
29	30	31			20 Days	

APRIL

			1	2	April 6	School resumes
5	6	7	8	9	April 21	Early dismissal 11:15 a.m.
12	13	14	15	16		
19	20	21	22	23		
26	27	28	29	30		
					19 Days	

MAY

3	4	5	6	7	May 19	Early Dismissal – 11:15 a.m.
10	11	12	13	14	May 30	Graduation for Seniors
17	18	19	20	21	May 31	Memorial Day
24	25	26	27	28		
					20 Days	

JUNE

	1	2	3	4	June 2	Last day of School (Tentative)
7	8	9	10	11	June 3-9	Emergency Days
					2 Days 5 Emergency Days	

BOARD OF EDUCATION

Mr.	Timothy Cain	-	President
Mrs.	Lisa Gudmunson	-	Vice-President
Mrs.	Chris Tuttle	-	Secretary
Mr.	Roger Duffield	-	Member
Mr.	Reed Martin	-	Member
Mr.	Tom Nielsen	-	Member
Mrs.	Beth Westbrook	-	Member

ADMINISTRATION

Dr.	Susan Workman	-	Superintendent
Mr.	Jay Streicher	-	Director of Curriculum & Professional Development
Mr.	Chris Neidigh	-	High School Principal
Mr.	Justin Snider	-	High School Asst. Principal/ Athletic Director
Mr.	Matthew Jeffrey	-	Middle School Principal
Mrs.	Christy Pruski	-	Elementary Principal

HIGH SCHOOL CLASSROOM AND OFFICE PERSONNEL

Mrs.	Jan Adams	-	Transportation Director
Mr.	Erik Anderson	-	Mathematics
Dr.	James Beal	-	Technology Coordinator
Mrs.	Nancy Britt	-	School Treasurer
Mrs.	Denise Cox	-	Administrative Secretary
Mrs.	Susan Cromwell	-	Media Center Director
Mrs.	Helga Dale	-	Special Education Aide
Mr.	Brian Davis	-	Driver Education
Ms.	Melody Derber	-	Mathematics
Mrs.	Cindy Doty	-	Special Education Aide
Mrs.	Kristin Duffield	-	Music
Mr.	Matt Gabriel	-	Band
Mrs.	Melissa Groot	-	Assessment Coordinator
Ms.	Sara Gunderson	-	Physical Education
Ms.	Marcia Hitchins	-	Family & Consumer Sciences/Career
Mrs.	Kris Humes	-	Business Education/Computers
Mr.	Ron Hunt	-	English
Mrs.	Lou Johnson	-	District Bookkeeper
Mrs.	Angie Koontz	-	Guidance Counselor
Mrs.	Sarah Mastny	-	Mathematics
Ms.	Amy Micklos	-	Science
Mrs.	Judy Myers	-	Learning Center Aide
Ms.	Amy Neal	-	Spanish
Mrs.	Tara Neidigh	-	Social Worker
Mrs.	Renee Nelson	-	English
Ms.	Nancy Pattison	-	Special Education
Mrs.	Lori Peters	-	Psychologist
Mrs.	Mary Plante	-	Attendance/Payroll/Student Records
Mrs.	Linda Race	-	Secretary/Athletic Secretary
Mrs.	Charlene Reader	-	English
Ms.	Jackie Sinchak	-	Science
Ms.	Christine Tarnoki	-	Social Studies
Mr.	Dave Underhill	-	Art
Mr.	Paul Waitkoss	-	Special Needs
Mrs.	Kathy Weeks	-	Secretary/Activities Bookkeeper
Mrs.	Lois Whalen	-	District Substitute
Mr.	Matthew Wilson	-	Agriculture
Mrs.	Lanette Yingling	-	Special Education Aide
TBD		-	Social Studies
TBD		-	Physical Education/Health

INTRODUCTION

In order to operate a school system efficiently, it is necessary that all students abide by the policies and procedures developed by the administration and staff.

The handbook is only a summary of board policies governing the district and the complete file of board policies are available to the public at the district office.

This handbook is intended as a guide to acquaint students and parents with the policies and procedures of Somonauk Public Schools. The handbook has been divided into two sections: General District Information and Board Policies. All students and parents need to be familiar with the policies and regulations as established by the Somonauk Board of Education. Failure to read the Student/Parent Handbook does not excuse compliance with its provisions. The Student/Parent Handbook may be amended during the year. If the Handbook is amended students and parents will receive copies of the amendments.

The Board Policies and Procedures that are included in this handbook provide important information and must be reviewed by both parents and students.

If you have any questions concerning the material in this handbook, please feel free to call the High School Principal's office at 498-2314.

Somonauk Community Unit School District 432 believes in treating all people with courtesy and with respect.

Somonauk Community Schools are **Safe School Zones**. This means that the penalties are severely increased for activities such as gang recruitment, and the possession, use, or sale of drugs and/or weapons.

Any motor vehicle brought on school premises is subject to search by school administrators or personnel designated by the administration such as the police.

GENERAL SCHOOL DISTRICT INFORMATION

Accidents

Any type of injury, no matter how minor that occurs under school supervision must be reported immediately to the staff member supervising the activity or class. The supervising staff member will complete an accident form, and appropriate notification, if determined necessary, shall be made to parents.

Activities/Athletics

Somonauk Community Unit School District 432 believes in good sportsmanship. It is expected that coaches, advisors, players, students, parents, and fans will demonstrate sportsmanship at all times. In addition to the following rules, Somonauk High School is subject to the rules and regulations of the Illinois High School Association. A list of those rules can be found in the Activities Handbook. Once you are in attendance you may not leave and come back. No loitering in the parking lot.

Activities: Athletics - Parents and Guardians

- To be a positive, supportive role model for our young athletes.
- To attend as many games as possible to support your young athlete.
- To provide transportation to and from practices in a timely fashion. In addition, to be at the school when the bus arrives from away contests. Our coaches work hard to help our young athletes, support them by allowing them to go home and spend time with their own family.
- Keep communication lines open. Our coaches will be happy to field any phone calls to answer questions or even to be praised! If you have a concern, please call the coach first. If further guidance is needed, I will be happy to speak with you.
- Support any fundraisers that may occur. Often times fundraisers are the best way to obtain the latest equipment to help athletes succeed.
- Show your school spirit at contests and enjoy every moment of your son or daughter's opportunity to be part of something special.

Activities: Athletics - Sports Insurance

Before they may practice with the team, all students participating in sports must either purchase school insurance or sign the Sports form indicating that the student has insurance. The student and family exempts the school system from payment of medical bills for injury while participating. School insurance will cover all sports. See Responsibilities on page 23 of Extra-Curricular Athletics Handbook

Activities: Dance Regulations

1. Requests to use a school facility to hold a dance must be made to the administration at least 1 month in advance.
2. No dances will be scheduled on Sundays or, Wednesdays, In addition, school officials will take into account other events, including holidays, when determining whether to schedule a dance on a particular day.
3. Dances are for Somonauk High School students and guests who are at least high school age but have not yet reached the age of twenty-one.
4. Students may request to bring **1 guest** that is not a current Somonauk High School student. A guest form must be completed and approved by the High School Principal or Assistant Principal prior to purchasing a ticket or attending the dance.
5. **ONCE A PERSON LEAVES THE DANCE HE/SHE MAY NOT RETURN.**

Asbestos Notice: Asbestos Management Plan Notice

Federal laws require that we complete any necessary repairs to the 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 District Asbestos Management Plan is available for review in the Administration Office. Should you have any questions, please contact M. Susan Workman, Superintendent of Schools. (Telephone: 815-498-2314)

Attendance

State law requires that students in grades 9-12 be in attendance for at least 300 minutes each day to be counted present for the entire day. In order to be recorded for ½ day attendance, students in grades 9-12 need to be in attendance for at least 150 minutes.

Students are expected to attend school every day. If they are sick or an emergency situation causes them to miss school, please do the following:

1. When a student is absent from school, his/her parent or guardian must call the school 498-2314 prior to 9:00 a.m. the day of the student's absence. The purpose of this change is to help parents receive more timely information regarding their child's school attendance. School personnel will make a reasonable effort to call parents or guardians of absent students if no absence has been reported to the school.
2. If students know ahead of time that they will be absent, they must:
 - a. Have their parents write a note to inform the principal at least **five (5)** days in advance.
 - b. Get their assignments ahead of time from their teachers.
3. **Within five days of their absence, high school students returning from doctor's appointments must have a note from the doctor's office verifying their visit in order for the absence to be excused.**
4. The office personnel will issue an excused or unexcused admit slip.
5. The principal will decide on the acceptability and validity of all excuses.
6. The Board of Education and Administration **do not** recognize any official or unofficial "senior skip" day. Senior skip day will be considered an unexcused absence.

Attendance: Policies

4th Absence: Parental Contact Made

7th Absence: Parental Conference requested, doctor's note initiated (see below)

At 7 excused/unexcused absences: Required doctor's note for any future absences. If no doctor's note, the absence will be considered unexcused.

Post doctor's note timeline: 5th Absence: Postcard detailing dates of absence & DeKalb ROE Truancy possible involvement (if not 9 unexcused already).

9th Absence: Referred to DeKalb ROE Truancy Division.

DeKalb ROE Truancy Guidelines

- Only involved if student is less than 17 years old.
- Student must have 9 unexcused absences before referring to ROE.
- Our policies allow us to count (2) first period tardies as (1) unexcused absence.
- We can use the last 180 days of a student's attendance in order to meet her criteria for referral. In other words, we can go into the student's previous school year if it is early in the school year in order to meet the 9 unexcused absence requirement. **A student is considered truant if they have 10% unexcused over 180 day period, extending into the previous year.**

Attendance: Family Vacations

From time-to-time it may be necessary for students to be absent from school so that they might go with their parents for a family vacation. While the district understands the need for this to be done on some occasions, parents should realize that being absent from school disrupts the learning process. Students may miss valuable experiences and teacher explanations that are impossible to duplicate. This may severely impact upon the student's grades. Parents should be aware that teachers will not be expected to provide substantial periods of extra help time for students missing school for family vacations periods. **Every effort should be made to limit family vacation to a maximum of five (5) student attendance days.** The following guidelines shall be used with regard to such situations:

Students who go on vacation when school is in session must get the absence approved 5 school days prior to the vacation by the principal in order to receive an excused absence. Unless there is an emergency documented by the parents, failure to get this approval will result in an unexcused absence. Once approval has been granted, the student must present the approval form, signed by the principal, to each of his/her teachers at least five days before the vacation. The teachers will give the student the work to be made up. This work is due on the first day the student returns to school from the vacation. If it is not handed in on that day, it will be considered late and will result in reduced scores on the work. If any assignment was added after the teacher gave the vacationing student his work, the student will have one day after returning to school to complete the additional material.

Attendance: Leaving the Building during School Hours

All students who leave the building, for any reason, during the school day must sign out in the main office.

1. Students who feel that they are ill must report to the office.
2. When returning to the building, students are required to sign back in.
3. Students not following this procedure will be considered unexcused when they return.
4. Students will not be allowed to leave school or go to their car to pick up personal items (homework, uniforms, medicine, etc.)

Attendance: School Activities

Students who have not attended school during the day of a school activity may not attend the evening event, except by permission of the principal. Students are reminded that they are to abide by **ALL** Somonauk School rules and regulations at all school-sponsored events both at the school and away from the school.

Attendance: School Hours

Students may enter the building at 7:30 a.m. and must report to the cafeteria or the LMC. Students may go to their lockers after 8:05 a.m. Teachers may give permission to arrive earlier for meetings. Unless a student is involved in a supervised athletic or extra-curricular activity, is receiving help from a teacher, or is serving a detention, he/she is to be out of the building by 3:25 p.m.

Attendance: Tardy

Somonauk Community Unit School District No. 432 regards punctuality as an important trait to foster in students, as it is a key component of good citizenship and academic performance. A bell signaling the beginning of school will ring at 8:10 a.m. A tardy bell will ring at 8:15 a.m.

All students should be in their assigned classrooms at that time. Those students who arrive after the tardy bell rings shall be considered late to school, and must report to the office to register. Students who have been detained by school personnel should ask for a written pass before going to class.

Two (2) unexcused tardies equal one (1) **unexcused** absence for truancy reporting. Students with excessive tardies or absences may be referred to the Truancy Intervention/Prevention Program for assistance. (See Board Policy #'s 7.70 and 7.75.) This referral will occur only after an intervention meeting with parents and school personnel has been held.

Attendance: Tardy to Class

Students tardy to any period will be assigned the following consequences each semester:

- | | |
|---|--|
| 1 st tardy | Warning |
| 2 nd – 4 th tardy | Teacher detention for each occurrence.
Teacher will notify parents of each tardy after the first. |
| 5 th tardy | Issued a school detention. Students will meet with the guidance counselor, social worker, dean or principal to discuss a plan of action. |

Attendance: Unexcused Absences

Excellent attendance is essential to each student's education and academic progress, but we recognize that some legitimate absences will occur. The State of Illinois, through its School Code, helps school districts define acceptable absences. According to the School Code, students may be excused from school only for significant illness, family emergency, observance of a religious holiday, death in the immediate family, circumstances which cause the parent reasonable concern for the safety or health of their child, when approved in advance by the principal, and for college days, as provided in the "College Days" section of the Handbook, below. Absences outside these parameters, as determined by the Principal's discretion, will be unexcused.

It shall be the responsibility of the teacher and administrators to make available to each student who is absent from school because of a religious observance an equivalent opportunity to make up any examination, study or work requirements, which he/she had missed because of such absence on any particular day.

Students who are unexcused from classes will be assigned detentions or suspensions as determined by the administration. General application is: 1 period unexcused results in 1 detention; 2 periods unexcused results in 2 detentions; 3 or more periods unexcused results in 1-day in school suspension or a Saturday School.

Book and Rental Fees

A rental fee will be charged for each student. This fee includes the cost of books, locker fees, and many consumable items. Fees are to be paid at the time of registration. Parents who are financially unable to pay at the time of registration must contact the Superintendent in order to arrange a payment plan. Our system participates in the Illinois Secular Textbook loan program; consequently, some of the textbooks used are loaned to students at no charge.

Eligible families may be able to have fees waived based on economic hardship. Board Policy 4.140 addresses such waiver of student fees. A copy of that policy, as well as the necessary forms, are available in the Superintendent's office. For more information, please contact the Superintendent's office. Student fee waiver requests are treated confidentially.

Bus: Reimbursement

A reimbursement may be available for parents who must transport their child to school because free transportation is not available for their children. Contact the Superintendent's office for more information.

Bus: Rules

1. Listen to and obey the driver.
2. Treat everyone with respect.
3. Stay in your seat, keep hands and feet to yourself.
4. Keep all belongings to yourself and leave others belongings alone.
5. Gum, candy, food, or drink are not to be eaten on the bus.
6. Keep the bus clean and damage free.
7. Obey all other Policies and Procedures of the Board of Education.

Bus: Spectator or other School Activity Buses

Students who ride spectator buses or other school sponsored activity buses to any school activities are expected to ride the bus on the return trip. The only exception is when a parent or guardian is at the school activity and wishes to take the child home. The parent or guardian must contact the coach or chaperon personally and tell

them they are providing transportation for their child. Students who do not follow this procedure will **NOT** be permitted to ride activity buses for the remainder of the school year. Students will be allowed to ride home in a private vehicle other than their parents only if a parental permission note has been approved by a district administrator and presented to the coach or chaperone.

Bus: Transportation

Students living one and one-half miles or more from school are transported by school bus. Buses may also transport students living within this one and one-half mile radius if hazardous conditions exist and if special permission is granted from the Board of Education. Buses will not travel private lanes.

1. Requests from parents will be reviewed for those students needing to be transported to or from **ONE** alternative place other than their home on a **DAILY** basis for the school year. This means that requests for changes on a daily and weekly basis will **NOT** be honored (i.e. Monday, Wednesday, Friday to one-drop off point and Tuesday-Thursday to another drop-off point). This student **MUST** go to that alternative place every day.
2. NO notes changing student pick-up and drop-off places on a daily basis will be accepted.
3. Requests will **NOT** be honored for transportation of multiple students to an alternative place. For example, five students going to a babysitter on a different route than their home route.
4. Requests will not be honored for transportation of students on a one-time basis, such as playing at a friend's house or sleepovers.
5. All parent requests must be made prior to August 15th. The requests must be made to the building principal and approved by the building principal and the Director of Transportation. All requests will be reviewed and approved based on availability of space on that particular bus route. If during the school year, additional students move into the district and are added to their regular route and space availability changes on that bus route, the building principal and Director of Transportation will notify the parent of the lack of space on that route for the requested alternative pick-up and drop-off.
6. Parent notes will **NOT** be accepted by drivers to make changes to a student's transportation.
7. Emergency situations will be reviewed by the building principal.

The transportation of students in a safe and efficient manner is of central importance to the school. Therefore, procedures as listed in Board Policy #7.220 will be followed.

Cheating

Under no circumstances will any type of academic dishonesty be allowed. Academic dishonesty includes cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, wrongfully giving or receiving help on a project assigned for class, wrongfully obtaining test copies or scores, and/or using electronic devices inappropriately to share information. **Plagiarism**, is the use of another's language, ideas, and thoughts without giving credit to the original author. Academic dishonesty of all types other than plagiarism will result in zero credit for that assignment or project and may be considered gross disobedience or misconduct resulting in possible suspensions or expulsion from school.

Closing

Occasionally, weather or other unforeseen situations may cause school to close in order to ensure student safety. The following procedures are in place at such times:

1. Morning closing - The roads are traveled at 5:00 a.m. to check their conditions for the buses. If school is to be closed, school personnel and listed radio stations are notified.

2. Closing during school day - Reports concerning road conditions are sought from authorities during severe weather. In the event that school must be closed early, bus drivers will be notified and radio stations will be called. This is usually a case where time and telephone service is sorely needed so **PLEASE DO NOT CALL SCHOOL** as our lines are tied up making necessary arrangements for returning your children home safely. Working parents should make arrangements with friends or neighbors to cover such emergency situations.

The following radio stations will carry such school closing information: **WSPY(107.1 FM)-WSQR(1560 AM)-WLBK(1360 AM)-WLS(890 AM)-WNIJ(90.5 FM)-WGN(720 AM)-WBBM(780 AM)**.
School closing information may also be found at www.emergencyclosings.com.

College Days/High School Student Interviews/Job Shadowing Students

Seniors may speak to representatives from various universities and schools during their seminar period with the Counselor's permission. College Day/Job Shadowing Students will be allowed five college/job shadowing days total to be used during their junior and senior years at the discretion of the principal/ guidance counselor. Prior permission from the guidance counselor or principal is required and must be given at least **five** school days before the visit. Students are to visit schools with their parents or guardian whenever possible. Before any college visit/job shadowing, a request for absence form must be completed. Any students who have not followed the above-specified procedure will be unexcused for their absence. It is suggested that seniors visit universities or colleges on days when Somonauk High School is not in session.

College Required Testing

Any student required to take college or service testing during the school day must receive prior permission from the counselor at least five school days before the test. Students not following this procedure will be unexcused for their absences.

Conferences

Student-parent-teacher conferences are scheduled twice each year. In addition to regularly scheduled conference days, parents are encouraged to meet with the teaching staff whenever a question or problem should arise. Please make individual appointments at least 24 hours ahead of the meeting by contacting the teacher and making a mutually convenient appointment.

Somonauk Community Unit School District No. 432 shall make time available for regularly scheduled, non-emergency school visitations by parents and guardians during both regular school hours and evening hours. Public and private employers of at least 50 or more individuals in Illinois must grant an employee leave of up to eight (8) hours during any school year, no more than four (4) hours on any given day, to attend school conferences or classroom activities related to the employee's child if such conferences or activities cannot be scheduled during non-work hours. Such leave may not be taken until the employee has first exhausted all accrued vacation, personal and compensatory leave, and any other leave which may be taken except sick leave and disability leave. Upon request, the District shall provide a parent or guardian with documentation of school visitation on a District form which may be submitted to the parent's or guardian's employer as verification of the exercise of school visitation right. **Questions regarding school visitation rights may be directed to Mr. David Mantzke, Principal, at 500 W. LaSalle Street, Somonauk, IL 60552, 815-498-2314, from 7:30 a.m. to 3:30 p.m.**

Counselor

Students are encouraged to get a pass from the guidance counselor ahead of time. Only in emergencies will a teacher or administrator allow students to see the counselor during an academic class time.

Disabilities

Reasonable disability accommodations will be made at parent conferences, school programs, and board meetings.

Disaster Plan

Somonauk CUSD #432 has a Situation Management Plan in place, and district personnel have been instructed in its proper use. Each classroom in the district has a posted Evacuation Plan for both fires and tornadoes. In the event of a fire, a loud fire alarm will sound. Students are to evacuate their classroom and exit the building by using the proper exit designated on the classroom map. In the event of a tornado, a siren will sound through the P.A. system and the students will be directed to their designated areas. In the event of another emergency, there are other procedures in place that teachers and staff will follow in order to maintain a safe environment for all students and staff.

In the event that students are evacuated from the school building and cannot return safely, parents will be notified by the District of the time and place they can pick up their child(ren).

Discipline Policies

All student behavior in Somonauk School District 432 is based on respect and consideration for the rights of others. It is expected that students both individually and in groups shall comply with teachers and administration. All students are also subject to the behavioral programs of their individual classrooms. Disobedience or open defiance of the authority of the staff shall constitute gross disobedience or misconduct that may result in suspension or expulsion from school. Faculty and staff include, but are not limited to, administrators, teachers, substitutes, aides, supervisors, secretaries, bus drivers, nurses, kitchen staff, maintenance personnel, and other support staff. **All discipline policies are in effect when a student is going to or from school. The following regulations apply to all school activities at home and away.**

The District's Board Policy on Student Discipline, along with its Implementing Rules and Regulations, is attached to this Handbook as Exhibit A.

Discipline: Abusive/Profane Language or Gestures

Abusive, profane language or gestures will not be tolerated and may constitute gross disobedience or misconduct. Students who use this type of language or gesture will be subject to disciplinary action which may include detention(s), in-school, Saturday school or out-of-school suspension, depending on the type of and/or number of times such language is used. Abusive, profane language or gestures directed at staff or faculty members may result in an out-of-school suspension.

Discipline: Corporal Punishment

In accordance with Section 24-24 of the Illinois School Code, the Somonauk CUSD 432 does **not** permit the use of corporal punishment, which is defined by that statute to include slapping, paddling, or prolonged maintenance of students in physically painful positions and the intentional infliction of bodily harm.

Discipline: Detentions

Students assigned detention will be given 24-hour notice, thereby placing the responsibility on the students to inform their parents and make the necessary arrangements for transportation.

Teacher Detentions: Teachers may issue detentions for minor discipline problems. These detentions will be served with the teacher at an agreed upon time in the classroom of the issuing teacher.

Office Detentions: Teachers will refer students to the office when their behavior is so disruptive that constructive education cannot be continued in the classroom.

Detentions will run from **3:10 p.m. to 4:00 p.m.** and are to be served with an instructor in room 110. Written copies of the office discipline referral will be sent to the parent. Excessive office issued detentions will result in a parental conference to discuss possible solutions to address any concerns. These solutions could include but are not limited to a referral to the teacher assistance team, social work services, guidance counselor services or the use of other resources that are available.

Excessive office-issued detentions may also result in suspensions according to the following schedule:

- 5th detention-1 day Saturday School
- 10th detention-1 day out-of-school
- 15th detention-1 day out-of-school
- 20th detention-1 day out-of-school
- 25th detention-2 days out-of-school
- 30th detention-5 days out-of-school

Discipline: Disrespect to Teachers or Other Staff

Disrespect directed toward any member of the school or district staff is inexcusable and will not be tolerated during the school day or at any extracurricular functions, Disrespect will be subject to disciplinary action. This action may include detentions, and or suspensions.

Discipline: Expulsion

Students who commit gross disobedience misconduct may be brought to the Board of Education for expulsion.

Discipline: Fighting

Students who engage in fighting will be subject to discipline, which may include suspension or expulsion.

Discipline: Forgery

Students who forge notes, including teacher or parent signatures, or other documents will be subject to disciplinary action. This action may include detention(s), suspension(s) or expulsion.

Discipline: Harassment of Other Students

Any type of physical or verbal harassment, including racial slurs, will not be tolerated. Of particular concern is the harassment of upper-grade students toward lower-grade students. Appropriate disciplinary action will be taken.

Discipline: Inappropriate Drawings/Artwork/Literature

Possession of drawings or literature that is of an inappropriate or obscene nature is prohibited. Examples of inappropriate drawings would include, but is not limited to, drug, alcohol, or tobacco representation, graphically violent depictions, items of a sexual nature, or sketches that promote illegal activities.

Discipline: Insubordination

Students are expected to follow the directions and requests of faculty and staff. Students who choose not to follow directions will be subject to discipline, which may include detention(s) and/or suspension(s).

Discipline: Intimidation/ Bullying

Under no circumstances are students allowed to intimidate or bully other students or staff members. This applies not only during the school day, but also at school-sponsored events, on the way to and from school and at the bus stop. Of particular concern are threats to the physical wellbeing of other students. Students may receive detention(s), suspension(s) and /or a recommendation for expulsion depending on the frequency and severity of the violation.

Discipline: Physical Assault/ Battery

Any student who physically assaults or batters another student will receive an out-of-school suspension. Depending on the severity, a recommendation for expulsion may also be made.

Discipline: Plagiarism

Plagiarism may result in zero credit for the first offense and an “F” for the semester for the second offense.

Discipline: Controlled Substances, Alcohol, Drugs, and Tobacco

Possession, use, or distribution of, or any attempt to use or distribute any illegal or controlled substances, including alcohol, drugs, **tobacco, drug paraphernalia**, or any look –alike drug or tobacco product on school grounds or at any school function is prohibited. Any such possession, use or distribution, including being under the influence of alcohol or a controlled substance may result in suspension or expulsion from school. Students and parents should refer to Board Policies 7.195 and 7.197 for further details regarding these prohibitions, including escalating penalties for subsequent violations.

Discipline: Probation

Students who have been suspended from school may be put on probation. Students on probation may only be involved in school activities during the school day. They will not be allowed to participate in any extra-curricular activities at home or away from the school grounds.

Discipline: Public Display of Affection

Students will not engage in public displays of affection. Such display is defined as embracing, hugging, kissing, holding hands, and/or other acts of this nature. Failure to comply with policy may result in detention(s) and/or suspension(s) being given.

Discipline: Removal from Class

Because a student's disruptive behavior in class can negatively affect not only his academic progress, but also that of the other students in the class, and can prevent the teacher from maintaining an environment conducive to learning, the teacher has the right to remove disruptive students from class.

1st removal from class for misconduct results in a minimum of a detention and parental contact.

2nd removal from class for misconduct results in a minimum of one-day Saturday School and parental contact.

3rd removal from class for misconduct may result in a withdrawal from the class with a grade of WF for the semester, a Saturday School and a parent meeting.

Discipline: Sexual Harassment

A student engaging in sexual harassment, as defined in Board Policy #7.20 (included in this handbook), will be subject to disciplinary action, up to and including expulsion. Students will be instructed as part of the PE/Health curriculum how to recognize and avoid sexual abuse.

Discipline: Smoking

Use or possession of tobacco or tobacco products including lighters and/or matches on school grounds, school buses, or at school functions will not be tolerated. Violation(s) may result in discipline up to and including suspension or expulsion.

Discipline: Discipline of Students with Disabilities

Discipline for students with disabilities will be the same as the discipline listed in this section of the handbook and Board Policy unless otherwise stipulated by the student's IEP or Section 504 plan, or otherwise required by applicable laws.

Discipline: Striking a Teacher or Other Staff Members

Striking a teacher or other staff member is strictly prohibited. At the 1st offense, an out-of-school suspension will be given by the administration for up to but not to exceed 10 days until the Board of Education can convene to consider possible expulsion from school. The administration is required by law to report the assault to the States Attorney's Office.

Discipline: Suspension

In School Suspension/Saturday School

Students placed on in-school suspension will be allowed to make up work for full credit. Students who earn an in-school suspension will serve the suspension on Saturday morning from 8:00 a.m. to 12:00 p.m. Parents will be notified of the Saturday in-school suspension by letter. Students who fail to serve the suspension will receive an out of school suspension. The number of out of school suspension days will be determined by the number of times a student failed to serve Saturday suspensions. When a student has failed to serve a Saturday suspension for the third time, a parent conference will be arranged to determine what appropriate action the school and parents should take. The student will not be allowed to return to school until the parent conference is held. Out of school suspension days will be from one to five days. Excessive suspensions will result in a meeting between parents and school personnel and may result in an appearance before the Board of Education.

Out of School Suspension

Out-of-school suspension is given by the administration for up to but not to exceed 10 consecutive school days. Students may be suspended out-of-school for 1 to 10 days for gross disobedience or misconduct, as defined in Board Policy 7.153 and its Implementing Rules and Regulations or as provided in this Handbook. Gross disobedience or misconduct may occur on school grounds, on a school bus or at a school activity or activity reasonably related to school. It also may occur in a situation other than on school grounds or at a school related activity, provided, however, that a reasonable relationship exists between the conduct of the student and a potential impact on the school, its processes or student environment. While suspended out of school, a student may not attend any school-related activities at home or away. A letter stating the reason for and length of the suspension will be sent to parents of students under suspension including the parents appeal rights. Students who receive an out-of-school suspension will be allowed to make up any work from their classes with 100% credit. Homework credit will be given for assignments that are promptly turned in on the first day the students return to class. Parents must make a homework request to the office and pick up the homework during the out-of-school suspension.

Discipline: Theft or Possession of Stolen Property

Students who are involved in theft, or who are knowingly in possession of stolen property, will be subject to discipline, which could include suspension or expulsion. Notification of police authorities will be at the discretion of the administration.

Discipline: Threats

Verbal, written or internet threats may result in detentions, suspensions, or expulsion.

Discipline: Throwing Objects/Food

Objects, including but not limited to snowballs, may not be thrown at any time on school property. Disciplinary action may include, but is not limited to, detention.

Discipline: Weapons

Possession of weapons of any kind, including but not limited to, firearms, explosives, knives, guns, rifles, shotguns, brass knuckles, billy clubs or “look-alikes” of such weapons is prohibited. Items such as baseball bats, pipes, bottles, locks, sticks, pencils and pens also constitute weapons if used or attempted to be used to cause bodily harm. Any student who brings weapons to school will be expelled from school for a minimum of one year. The superintendent of schools may modify the expulsion requirement on a case by case basis, and the superintendent’s determination may be modified by the board on a case by case basis. Threats of possessing or using a weapon will be subject to proper disciplinary action as well.

Discipline: Other Offenses Not Listed

Gross disobedience or misconduct not listed above or in Board Policy may occur when in the administration’s judgment, any student endangers the safety and welfare of other students, or disrupts the educational environment in the District or any of its schools.

Dress Code

A primary goal of Somonauk CUSD 432 is to foster a learning environment that will provide for the orderly education of its students. To further this goal, and the goal of maintaining student safety, the School District requires that students dress appropriately at all times. No student's appearance may disrupt the learning environment.

The basic responsibility for students' appearance while attending school and school activities lies with the students and his/her parents. Both students and parents should be proud of student appearance and the dignity that it presents to others.

Specific dress guidelines include, but are not limited to, the following:

1. Shoes must be worn.
2. Clothing should be conducive to the normal education process. Any clothing, or lack of clothing, which may create a hazard or be of a hindrance to the educational activity will not be allowed. Students are not to wear coats, tank tops, midriff blouses or shirts, scarves (on extremities), kerchiefs, bandanas, or sunglasses.
3. Except for specially designated days, hats of any type will not be worn in school.
4. Dress or grooming that is not in accordance with legal requirements and common notions of public decency, including that which is vulgar, obscene or insulting is absolutely prohibited at school and school functions.
5. Dress or grooming that conveys a message that promotes or encourages behavior that is inconsistent with the basic educational message of the District, such as use of alcoholic beverages, narcotics, controlled substances, tobacco, or sexual activity, or physical or sexual violence, is absolutely prohibited at school or school functions.
6. Dress or grooming that is contrary to accepted social standards in the community is absolutely prohibited at school or school functions.
7. Dress or grooming that demonstrates membership or affiliation in any gang, including wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign or other items which are evidence of membership in a gang is absolutely prohibited at school and school functions.
8. Physical education related clothing is to be worn only during P.E. classes.
9. Shorts, skirts, and skorts may be worn. However, when students wear these items, they must meet the following criteria:
 - a. Shorts, skirts, and skorts must be an appropriate length, no shorter than mid-thigh.
 - b. Spandex will be allowed only if covered by other items that meet the length requirements.
 - c. Unless the advisor or teacher grants prior permission, shorts will not be allowed during field trips and/or extra-curricular activities.
 - d. Shorts, skirts, skorts, or open-toe shoes will not be permitted if they impair student safety (lab classes, for example).
10. No hazardous accessories such as chains on clothing will be allowed.
11. No stomach, back, or waist exposure is allowed. No skin shall be seen at the midriff.
12. No sleepwear is allowed, except on designated days.

The administration and/or staff will make final decisions on inappropriate dress. The student will be asked to correct the situation or further action will be taken. The office has t-shirts, shorts and sweatpants in the office for the students to wear. Students will not be allowed to go home to change.

Driving and Parking

Students are to drive cars to school only if it is essential. Buses are safer. We are limited in parking space and feel that when possible, students should ride the bus.

1. Students **MUST** obtain a parking permit in the high school office **PRIOR** to driving to school. The student must be a registered student in the office before they can purchase a permit. The permit must be displayed in the vehicle at all times, or disciplinary action may be taken. The permit must be returned to the office at the end of the school year. The cost of a parking permit is \$50.00. A lost permit will have a replacement fee of \$10.00, which must be paid before a new one is issued or before the end of the year. If a permit is not returned or the fee paid the student will not be able to purchase a permit the following year.
2. We will only issue 132 parking permits. **Students must have a valid driver's license and proof of insurance to obtain a permit.** Once those permits have been issued we will no longer issue any additional permits. A waiting list will be established if necessary.
3. Students are not to sit in their automobiles once they enter the parking lot; nor are they to stand around in the parking lot. Students are not permitted to drive from school or be in their auto for any reason during the day without the permission of the principal.
4. Students are not allowed to smoke in their cars once they are on school property.
5. All student parking will be in the parking lot northeast of the school. Students are not permitted to park vehicles on the streets near or adjacent to the school. Vehicles that have been parked elsewhere on school property or vehicles without registration may be ticketed, and possibly towed at the owner's expense.
6. Students may not drive to IVVC without the permission of the IVVC instructor, parent, and administration. If a student is given permission to drive to IVVC he/she must obtain a signed driving pass from IVVC; he/she may not take any passengers unless those passengers have also received permission from parents and administration.
7. The school is not responsible for your automobile or its contents.
8. Students are not allowed in the parking lot between 8:15 a.m. - 3:03 p.m., unless granted by the principal.
9. There is to be no speeding or reckless driving in the parking lot or school area.
10. Student vehicles may be subject to search when there is a reasonable cause to believe that a law or rule has been broken and that the search will reveal evidence of this violation.
11. Students are to immediately report to the office in writing any changes to their license plate number or vehicle.
12. Students who fail to follow the rules and regulations regarding driving and parking at school will have their driving privileges limited. Repeated violations or a major infraction may result in revocation of driving and parking privileges, parent conference, suspension and/or any combination of the above.
13. All students who are driving are to **ENTER** and **LEAVE** the parking lot using **ROUTE 34 EXITS ONLY!!**

Driving: Student Drop Off/Pick Up

Students can be dropped off at the north end of the building (circle drive) when arriving to school. Students should enter the building through door E (east side cafeteria) or door A (HS main entrance). Students may be picked up at either the north end (circle drive) or south end of the building.

Early Release Days

Periodically throughout the school year students will be released early. On these days a change will be made in the regular schedule. All buses will run their regular routes.

Electronic Devices/Cell Phones

Using a cellular telephone or 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 will result in disciplinary action. Cell phones should be turned off and out of sight in class and passing periods unless: (a) the supervising teacher grants permission; (b) use of the device is provided in the student's IEP; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. Students may use cell phones in the cafeteria during the **lunch periods only** as long as it does not disrupt the educational environment or violate the rights of others. Teachers reserve the right to collect or have students display cell phones in plain sight at any time within the classroom or during an examination. Consequences for violation of board policy 7.194 will result in disciplinary action ranging from a warning to expulsion and will become progressive in nature for repeated offenses.

Equal Educational Opportunities

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, sexual orientation, religious beliefs, physical and mental handicap or disability, status as homeless, or actual or potential marital or parental status including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under its policies and procedures. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

Somonauk CUSD 432 complies with federal and state law by taking steps to ensure that homeless students are not segregated or stigmatized. Contact the school counselor if support is needed.

Extra Credit Policy

The Somonauk Learning Community strives to report grades that most accurately report student achievement. We recognize that extra credit can misrepresent student achievement. Extra credit is defined as any student work or activity that adds value to a grade without being averaged into the overall grade. As a result, extra credit will not be given to students. Teachers may provide alternate opportunities for students to demonstrate mastery of a skill.

Field Trips

Many classes take field trips throughout the year, and students are sometimes required to go on the trip by their instructor. The procedure for going on field trips is as follows:

1. Students are given a Field Trip Permission form by the instructor.
2. The students fill out the form and acquire the initials and possible comments from all of their instructors for each class the students will miss. All homework must be made up from these classes. If a student is failing a class or the teacher has academic or behavioral concerns, the student may not be allowed to attend the field trip. In addition, a student's attendance may be considered when considering approval for any field trip.
3. The students take the Field Trip Permission form home for parental review and signature.
4. The students then return the form to their teachers.
5. The students turn in work before the trip. If agreed upon by the teachers, students may turn in work the day following the trip.
6. Students returning from field trips must remain in school until the dismissal bell.

Food and Gum in School

Students are not allowed to eat candy or other food in the classrooms or hallways. Students are allowed to bring water in a clear plastic bottle to class or keep them in their locker until lunchtime. Glass bottles are prohibited. Beverages other than water are not allowed to be brought into the building at any time. Vending machines are available throughout the school for purchase of juice, water, or sports drinks during lunch and before or after school.

Students may chew gum at the teacher's discretion. High school students are not permitted to chew gum when they are in other District buildings.

Restaurant food may not be delivered or brought to school for lunch. Pot luck meals will not be allowed. Student must secure permission from the Principal or Assistant Principal to bring treats or snacks to school to share on special occasions. While bringing in snacks does not pose a problem, food allergies and health concerns require that food brought in to school be obtained from sources that comply with health department laws relating to food and food labeling. These commercially prepared foods must arrive unopened as packaged by the bakery or manufacturer or they cannot be served to students. Acceptable options include granola bars, fruit snacks, items prepared in a bakery, etc.

Grading

Student report cards are sent home in four nine-week grading periods. Two nine-week grading periods and semester exams are averaged together to compute the semester grade. All students will take semester exams first and second semester. Semester grades are computed based on the following criteria:

<u>Semester 1</u>		<u>Semester 2</u>	
Quarter 1	40%	Quarter 3	40%
Quarter 2	40%	Quarter 4	40%
Semester Exam 1	20%	Semester Exam 2	20%

Grading: Interim Reports

Teachers will communicate grades throughout a nine-week grading period via PowerSchool. Teachers will contact parents/guardians if a student is failing or with other concerns during each nine-week grading period.

Interim reports will be mailed home midway through a nine-week grading period upon request from the parent/guardian .

Grading Scale

SHS will use a letter grading scale to indicate levels of performance. The following scale is used:
A 93-100, B 85-92, C 76-84, D 70-75, F 0-69, I-Incomplete

Graduation: Ceremony

Participation in the graduation ceremony is a privilege reserved for students who have attained graduate status. As indicated in **Board Policy number 6.300**, a student with a disability who has completed 4 years of high school at the end of a school year, and who is to receive certain services beyond the student's 4 years of high school, may participate in the school's graduation ceremony of the student's high school graduating class and receive a certificate of completion.

Graduation: Credit for Alternative Courses and Programs, and Course Substitutions

Credit for correspondence courses, distance learning courses, including virtual or online courses, exchange programs, summer school, independent study, college courses, and other programs may be given as specified in board policy 6.310, 6.310A, 6.311, and 6.320.

All costs associated with these outside agencies are the responsibility of the student and/or his/her parents/guardians.

Graduation: Early

A student may be permitted to graduate with less than four (4) years of attendance from Somonauk High School as indicated in board policy 6.301 and 6.302.

Graduation: Requirements for Class of 2010 and later

Requirements for high school graduation are established by the Board of Education and reviewed periodically to determine need for changes, as well as compliance with state law. Listed are the high school graduation requirements:

Credits which count toward graduation from the Somonauk High School begin accumulating during the ninth grade with the exception that students enrolled in high school classes during the eighth grade shall receive credit for the classes taken. A student must meet the following requirements in grades nine through twelve in order to receive a diploma.

1. English	3.5 credits
2. Math	3.0 credits***
3. Science	2.0 credits
4. Social Studies	2.5 credits **
5. Physical Education	3.5 credits
6. Health	0.5 credit
7. Fine Arts/Vocational Ed	1.0 credit ****
8. Technology	1.0 credit *****
9. Driver's Education	0.25 credit
10. Career Ed	0.25 credit
11. Consumer Education	0.5 credit
12. Electives	6.0 credits

TOTAL REQUIRED FOR GRADUATION: 24 credits

(**) One credit must be U.S. History, and half a credit must be Government

(***) One credit must be Algebra 1 and Geometry

(****) One credit must be from Music, Art, Foreign Language or Vocational Education (IVVC, FCS, Agriculture, or Business)

(*****) Half a credit must be Desktop publishing

A student must carry a full class load, which is a minimum of seven classes per semester. Any deviation from this enrollment requirement must be recommended by the high school principal and/or guidance director and approved by the superintendent of schools. Students are encouraged to check with the guidance counselor for entrance requirements of a specific school, college or university that they desire to attend.

Health Services

Somonauk has a full-time registered nurse on duty each school day. All participants in interscholastic sports must have a physical exam each school year before they may participate in sports. Special physical forms may be obtained from the main office. Students entering Kindergarten, Grade 5, and Grade 9 are required by state law to have a physical examination by the first day of enrollment, as well as immunizations against preventable communicable disease, as specified by the Department of Health. Forms may be picked up in the main office. Parents who object to these requirements for religious reasons must file a signed statement of objection, detailing the grounds for the objection with the school nurse.

Homework

Homework is an assignment to be prepared outside of class time. Homework is to be turned in on the assigned date. Each teacher will decide if extra time will be allowed for homework assignments. If a student is validly excused from school, his or her parent must request homework for that student by 9:00 a.m. so that his or her teachers may have time to prepare it.

Homework: Incomplete and Make-up Work

Students with an excused absence for one day (except for vacations) have one school day to make-up the work. For example, if the student misses school on Monday, the make-up work is due the following Wednesday. Students with an excused absence for two consecutive days have two school days to make-up the work. In this case, if the student misses school on Monday and Tuesday, the make-up work is due the following Friday. Students with an excused absence of three or more consecutive days have three days to make-up the work; if they feel they need more time, they must arrange it with the teacher. If another excused absence occurs before the make-up work due date, the work is still due on the original make-up due date unless the student makes other arrangements with the teacher. This work is to be completed outside of the classroom and then turned in. Absences due to the death of an immediate family member will be given special considerations with regard to making up work.

If a student misses school for one day, and a test of which the student was aware was scheduled on that day, it is reasonable to expect the student to take the test the day he/she returns. The same applies to any assignment that had a long-term due date like a research paper, lengthy essay, book report, project, etc. It is reasonable to expect the student to turn in such assignments on the day he/she returns.

Some parents contact the school for homework when their child is absent. We ask parents to make such requests by 9:00 a.m. to allow adequate time to contact teachers and collect the necessary books.

If it is necessary to give an Incomplete at the end of a grading period, the teacher should supervise and have the student complete the work or make the determination to change the Incomplete work to a failing grade. It is totally unacceptable to permit an Incomplete to remain from one grading period to the next. It is the responsibility of the student to make contact with his/her teachers for back assignments.

Honor Roll

The Honor Roll will be compiled shortly after the end of each semester. Grades 9 through 12 will be included in the Honor Roll. It will be divided into two categories: High Honors and Honors.

1. High Honors: Those students who have an average of 3.5 or above in all academic classes.
2. Honors: Those students who have an average of 3.0 to 3.49 in all academic classes.

Instructional Materials

Parents are entitled to inspect all instructional materials which will be used in connection with any survey, analysis, or evaluation of their children. Also, no student will be required to submit to any survey, analysis, or evaluation which reveals the kind of information specifies in 20 U.S.C. 1232h without prior written consent of parents (or consent of student if age 18 or emancipated). Copies of the law, which is referenced, **as well as Board Policy 6.210 and its accompanying Rules and Regulations**, are available in the district office for inspection during regular business hours.

Insurance

During registration, students will be given an opportunity to purchase accident insurance. Students may purchase either of the following: 24-hour health insurance or school-time insurance only.

Internet

Access to the District computer network is consistent with and beneficial to the educational mission of the District. Such access serves as a natural extension of the educational lessons. Learned within the classroom by providing access to educational resources and reference material, by reinforcing the specific subject matter taught, by requiring the use of critical thinking skills, by promoting tolerance for diverse views, and by teaching socially appropriate forms of civil discourse and expression. Therefore, students, and staff shall be allowed access to the District computer network consistent with the District's curriculum, educational mission and Board Policy.

The District's computer network is part of the educational curriculum and is not intended to be used as a public forum for general use. Access to the computer network is a privilege, not a right. The Board of Education has a duty to insure that the manner in which the computer network is used does not conflict with the basic educational mission of the District. Use of the District's computer network may be restricted in light of the maturity level of students involved and the special characteristics of the school environment. Therefore, the District shall not permit use of the computer network which: (a) disrupts the proper and orderly operation and discipline of schools in the District; (b) threatens the integrity or efficient operation of the District's computer network; (c) violates the rights of others; (d) is socially inappropriate or inappropriate for a student's age or maturity level; (e) is primarily intended as an immediate solicitation of funds; (f) is illegal or for illegal purposes of any kind; or (g) constitutes gross disobedience or misconduct. The District shall also implement technology protection measures consistent with the Children's Internet Protection Act and its implementing regulations.

Along with normal classroom decorum and school conduct and discipline rules, students agree to the following in exchange for the privilege of using the Somonauk Community Unit School District's computer hardware and software systems.

1. Students will treat computer hardware properly. Students will not:
 - Dismantle or alter any hardware or software component without permission.
 - Remove or alter keys, mice or other peripherals.
 - Damage or vandalize any other **district owned or controlled** computer-related items.
2. Students understand that hardware or software damage/theft, of any type will not be tolerated.
3. Students will use only the printers authorized by the teacher.
4. Copyrights and other intellectual property rights and regulations will be respected. Non-licensed, illegally copied, and/or pirated software shall not be installed or used on district computers. This applies to uploading and downloading of materials.

5. All data, Internet use/practice, access, e-mail and other data transmission and uses are not privileged and are subject to faculty and administrative inspection, limitation and appropriation.
6. Students will not:
- Steal, access or destroy other people's data (includes copying of data, programs and files), disks, media, texts and other documentation.
 - Download, access or copy unauthorized files, programs, etc. from the network or workstation.
 - Upload, access or install any files, data or software to the network or workstation without permission.
 - Destroy any files without permission (**outside of student's home directory**).
 - Alter any computer workstation, and or network configuration, batch and/or system files.
 - *This includes, but is not limited to:*
 - (1) Screen savers, color schemes, wallpaper, mouse setting, etc.
 - (2) Desktop configurations, printer settings, network boot files, etc.
 - (3) Any other basic Windows setup attributes.
 - (4) Registry files, autoexec.bat and config.sys or other batch and system files.
 - (5) Access any unauthorized directories, data *or log in as another user*. Students shall respect other people's privacy by not using their passwords or accessing their data.
 - (6) Alter their own or others access rights to files or directories.
 - (7) Introduce a virus to school district computers and/or continue to use media that is known to be infected with a virus.
 - (8) Interfere with the computer use or access of another student or staff member in any way.
7. **Students understand that *hacking* (of any type) is forbidden.**
8. Students understand that failure to follow these rules will result in disciplinary action.
9. Student owned handheld, palm-top, laptop also known as "portable computing devices:"
- ◆ Students shall be allowed to use their own portable computing devices in school under these circumstance:
 - a. The device is to be used only for an academic purpose (e.g. no game playing).
 - b. Classroom teachers may choose to ban devices from their classroom.
 - c. Devices are not to be used to cheat on assignments, project, quizzes or tests or to circumvent any other school regulation.
 - ◆ Inappropriate use of such device may lead to confiscation by school personnel and removal of the student's privilege to use the device in school. Confiscated devices will be returned to either the student or parents.
10. Students who are authorized to access the Internet agree to observe these additional rules
- Only educationally suitable materials shall be accessed. Generally, materials and practices that have been deemed educationally unacceptable in other media such as print, TV, movie, telephone, radio, etc. are also unacceptable in using the Internet.
- Material content that is not normally allowed in a school setting is expressly forbidden. This shall include, but is not limited to: nudity, vulgarity, pornography, or any other materials deemed by the faculty, administration and/or school board to be disruptive of the educational process. Internet access is to be used only in direct support of Somonauk schools' academic programs, assignments and projects as directed by the faculty.
 - Students will never divulge their (or other student's) full name, addresses, telephone number, identification numbers or other related information to anyone or any site on the Internet.
 - Students will not download or upload data without faculty approval.
 - Students shall not gain unauthorized access to networks and data on the Internet or any of its connected networks.
 - Students shall not participate in instant messaging, chat rooms or news groups without specific approval and direction of a faculty member.

- Audio and video streaming is specifically banned without specific approval and direction of a faculty member
- Students shall not enter into any contractual arrangement (for example, buying something) over or in regard to the school's Internet accounts and use.
- Students shall not use the Internet access for private or commercial financial gain.
- Students shall not wastefully use resources, file space and or bookmarks.
- **Students shall not access individual e-mail accounts from school. Classroom e-mail accounts may be used with teacher permission.**
- Any illegal use of the Internet is expressly forbidden.
- Students will observe proper netiquette (network etiquette). This shall include being polite and the use of appropriate language.
- Recognize that e-mail and other data transmissions can be intercepted by others and that they are not private.
- Students shall not use the Internet access to disrupt its use by others.
- Students will not access or download any files from the Internet without prior faculty approval. In addition, students will not use (upload or download data to or from) the school's File Transfer Protocol (FTP) server without faculty permission.
- Students will not access or use (upload or download data to or from) the school's Hypertext Transfer Protocol (HTTP) server without faculty permission.
- 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 suffered. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence, errors or omissions. Use of any information obtained via the Internet is at student's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Users (students and parents) agrees to indemnify the School District for any losses, costs or damages, including reasonable attorney fees, incurred by the district relating to, or arising out of any breach of this authorization.
- Students may be required to pass the *Basic Internet Proficiency* exam before final Internet access will be granted.

Students and parents understand that vast uncontrolled access to information the Internet provides does not relieve the student of their responsibility to use this resource in an **academically appropriate** and discerning manner. Students and parents also understand and agree that willful unauthorized use of the Internet service or **violation of the rules** described above shall result in disciplinary action that could include up to:

- Removal or reduction/limitation of all Internet use privileges for the remainder of the semester and the following semester (including the next school year).
- Awarding of a failing grade for the assignments involved in the rule infraction.
- Students will be responsible for completing any future Internet related assignments from an access point other than the district's and at their own expense.
- Additional disciplinary action based upon the materials and corresponding violations of other school rules prohibiting this action and/or possession of materials/data.

Students and parents also understand that **hacking**, alteration, destruction, theft or unauthorized modification to data, software and hardware, as described above or below, shall result in disciplinary action that could include up to:

- Removal of all computer use privileges for the remainder of the **current semester and the following semester (including the next school year)**.

- Removal from computer class (or computer enhanced class) and the awarding of a failing (WF) grade.

Any electronic communications or files created on, stored on, or sent to, from, via the computer network are the property of the District. Consequently, others do not have any expectation of privacy with respect to such messages and files. Users should remember that such messages and files can be recovered from the computer network's back-up system even after they have been deleted from a user's individual account.

The Superintendent, Building Principals, and/or their designees may access and review such messages and files when necessary to maintain the integrity and efficient operation of the computer network; to monitor compliance with the Policy, these Rules and Regulations, and all other rules, regulations, or other terms or conditions of computer network access promulgated by the Superintendent or Building Principals; and to further all other educational, safety and pedagogical concerns of the District. The District also reserves the right to intercept, access, and disclose to appropriate authorities all information created with, sent to, received by, or stored on the computer network at anytime, with or without user notice. Use of the District's computer network to create, store, send, receive, view, or access any electronic communication or other files constitutes consent by the user for the District to access and review such files consistent with this paragraph.

The District reserves the right to participate and cooperate fully in any investigation requested or undertaken by either law enforcement authorities or a party alleging to have been harmed by the use of the District network. Evidence of illegal activity may be reported or turned over to appropriate authorities.

Lockers

Students will be responsible for the care of their own personal equipment. Lockers should be orderly. The only items that may be placed in the lockers are articles of clothing, schoolbooks or supplies relating to school use, lunches, and personal items that the student needs for school activities.

To maintain order and security in the schools, school authorities may inspect and search student lockers and other school property this includes but is not limited to desks, parking lots, as well as personal effects left in those places, without notice to or consent of the students, and without a search warrant. Lockers will be searched when there is reasonable cause to believe that a law or rule has been broken and that search will reveal evidence of this violation. This statement should be considered "Prior Notice" of locker search procedure. Stickers of any type are not allowed on the inside or outside of lockers.

Lost & Found

All articles found on school premises should be turned in to the school office. Students who have lost articles should check in the office.

Lunch Period and Lunch Money

All Student/Parent Handbook guidelines and rules apply to students during lunch

- Students are allowed to bring beverages to school and keep them in their locker until lunchtime. Glass bottles are prohibited. Beverages are to be consumed in the cafeteria only.
- Restaurant food may not be delivered/brought to school for lunch.
- Objects, including but not limited to food, may not be thrown at any time on school property.
- Inappropriate language or Behavior, such as but not limited to profanity, horseplay, inappropriate physical contact with or towards another student, or being disrespectful to other students or staff members is prohibited.

- Students are responsible for cleaning up after themselves in the cafeteria. At times students may be asked to help the staff with these responsibilities as well.
- Students are to remain in the cafeteria until their lunch period is over. If they need to leave the cafeteria, they are to receive permission from the lunchroom supervisor.

Students are to conduct themselves in an appropriate manner as they would in any other school/classroom setting. Disciplinary action may be taken with violations of the Student/Parent Handbook, which may include, but is not limited to, detention(s), in-school(s), Saturday In-School(s), or Out of School Suspensions.

Students may not leave the school grounds during noon lunch break. Students must deposit lunch money into their accounts before school in the cafeteria or school office.

Medication

All rules and regulations applicable to administration of medication to students while at school may be found in Board Policy 7.270, which is distributed to students and parents within 15 days after the beginning of each school year. Parents and students are urged to review this policy carefully. The Policy provides detailed procedures on this topic. Whenever possible, the parent or guardian should make arrangements for medication to be administered at home, before or after school hours. Students who need to take medication during the school day must notify office personnel or the nurse. All medications, both prescription and over the counter (excluding epi-pens and inhalers), must be brought to/from school by an adult in its original container. Over the counter medication must be accompanied by a note from the parent/guardian. Prescriptions require a physician's note as well as a note from the parent/guardian. Inhalers may be carried and self administered in certain circumstances. All administration of medication to students while at school, including self medication, must be in accordance with School Board Policy #7.270. In order for students to have cough drops in class, they must have a note from a parent/guardian indicating the need for the cough drops.

No Child Left Behind: Advisory Council

Somonauk CUSD #432 has an advisory council that is charged with monitoring the distribution of Title 1 funds as set forth in the No Child Left Behind Act. The council consists of parents, teachers, and building administrators.

No Child Left Behind: Constitutionally Protected Prayer

Somonauk CUSD #432 has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer. The First Amendment forbids religious activity that is sponsored by government agencies but protects religious activity that is initiated by private individuals--including students. Therefore, students may read their Bibles or other scriptures, say grace before meals, and pray or study religious materials with fellow students during recess, the lunch hour, or other non-instructional time to the same extent that they may engage in nonreligious activities.

At the same time, Somonauk CUSD #432 may not "compel students to participate in prayer or other religious activities. Nor may teachers, school administrators or other school employees, when acting in their official capacities as representatives of the state, encourage or discourage prayer, or participate in such activities with students.

No Child Left Behind: Requirements

Because Somonauk CUSD #432 receives Title 1 funding, it is required to notify parents that they have the right to inspect the credentials of their child's classroom teacher(s). To do so, simply write a letter of request to the District Office. We will send the requested information within 10 days of receipt of the letter.

In addition, the law requires Somonauk CUSD # 432 to notify parents that all teachers of Somonauk are highly qualified and meet the certification requirements for teaching as established by the Illinois State Board of Education.

Passes

Students in the halls during regular scheduled class time must have a pass from their teacher. Students without passes will be sent back to the classroom.

Personal Items

Students are encouraged **not** to bring personal items from home to school **unless** requested by a teacher.

Pesticide Notice: Integrated Pest Management Plan Notice

Somonauk Community Unit School District No. 432 as adopted an integrated pest management program that incorporates the guidelines as established by applicable laws and regulations. The district contracts with a professional pest control service to assist the district in maintaining a safe and pest free environment for the students of the district. Applications are made on the 3rd Thursday of each month 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 Administration Office. A registry has been established at Somonauk CUSD No. 432 in accordance with the Illinois Structural Pest Control Act and the Lawn Care Products application and notice Act, administered by the Illinois Department of Public Health. Parents and guardians of students and employees on the registry will be notified, in writing, 2 business days before the intended date of the application of the pesticide and the name and telephone contact number for the school or day care center personnel responsible for the pesticide application program.

Should you have any questions, please contact M. Susan Workman, Superintendent of Schools. (Telephone: 815-498-2314)

P.E.

Students unable to participate in P.E. class must have written orders from a physician or the school's athletic trainer. Students unable to participate in P.E. may have a note from their parents for up to two days per semester. All students must have a P.E. uniform and P.E. shoes. All P.E. locks are to be returned to the P.E. teacher on the last day of school. Students will pay a rental fee for locks.

Records: Notice Concerning Student Records

The Illinois School Student Records Act ("ISSRA") the Family Educational Rights and Privacy Act ("FERPA"), and the regulations issued pursuant to these laws require that the Board of Education adopt a Student Records

Policy (“Policy”). The Board of Education has adopted a Policy and Regulations which are available upon request from the Office of the Superintendent.

The District maintains both a permanent and temporary record for each student. The Permanent Record consists of basic identifying information concerning the student, his or her parents’ names and addresses, the student’s academic transcript, attendance record, accident reports, health record, record of honors and awards received, information concerning participation in school sponsored activities and organizations, scores received on all state assessment tests administered in grades 9-12, and a record of release of this information. The Temporary Record consists of all other records maintained by the District concerning the student and by which the student may be individually identified. It must contain a record of release of information contained in the Temporary Record, scores received on the State assessment tests administered in the elementary grade levels (K-8), information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in punishment or sanction of any kind, and information regarding an indicated report pursuant to the Abused and Neglected Child Reporting Act, 325 ILCS 5/8.6.

A parent, or any person designated as a representative by a parent, has the right to inspect and copy the student’s permanent and temporary records except as limited by the Policy or state and federal law. A student has the right to inspect or copy his or her permanent record. (All rights of the parent become the exclusive rights of the student upon the student’s 18th birthday, graduation from secondary school, marriage, or entry into military service, whichever comes first.) In order to review the student’s record, a parent must make a written request to the District. The request will be granted within fifteen (15) school days after the date of receipt of the request. The District may charge of fee not to exceed \$0.35 per page for copies of the record. This fee will be waived when the parent is unable to pay.

The District prohibits the disclosure by school employees to any person against whom the District has received a certified copy of an order of protection the location or address of the petitioner for the order of protection or the identity of the schools in the District in which the petitioner’s child or children are enrolled. The District shall maintain the copy of any order of protection in the record of the child or children enrolled in the District whose parent is the petitioner of an order of protection. In addition, no person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the *Illinois Domestic Violence Act of 1986* shall have any right of access to, or inspection of, the school records of that student.

The District will release information contained in student records without parental notice or consent to the following individuals or in the following circumstances:

1. a District or State Board of Education employee or official with a current demonstrable educational or administrative interest in the student when the records are in furtherance of such interest including the educational interests of the child for whom consent would otherwise be required. A District official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
2. any person for the purpose of research, statistical reporting or planning, so long as no student or parent can be identified from the released information and the person receiving the information signs an affidavit agreeing to comply with all applicable rules and statutes pertaining to school student records,

3. in an emergency situation, if the information is necessary for the health and safety of the student or other persons,
4. if the disclosure is in connection with a student's application for or receipt of financial aid, provided that personally identifiable information from the student's record may be disclosed only as may be necessary for determining the eligibility, amount, conditions or enforcement of the financial aid,
5. if disclosure is necessary to the audit and evaluation of federally-supported education programs,
6. as allowed under the Serious Habitual Offender's Compensation Action Program,
7. a governmental agency, or social service agency contracted by a governmental agency, in furtherance of an investigation of a student's school attendance pursuant to the compulsory student attendance laws of Illinois, provided that the records are released to the agency's employees or agents who are designated by the agency to be working on behalf of the District, or
8. if the information is directory information, as explained below, and the parent has not informed the District that such information is not to be released.

Student records may be released without parental consent, but with notice to the parent of their right to inspect, copy or challenge the contents of the records to be released, unless otherwise allowed by law:

1. to the records custodian of a school to which the student has transferred or intends to transfer;
2. pursuant to a court order (including subpoena);
3. to any person as specifically required by law;
4. pursuant to a reciprocal reporting agreement, or to state and local officials or authorities to whom such information is allowed to be disclosed pursuant to state statute if the disclosure concerns the juvenile justice system, including, after January 1, 2000, release of records or information to juvenile authorities when necessary for the discharge of their official duties who request information prior to adjudication of the student and who certify in writing that the information will not be disclosed to any other party except as provided under law or order of court; or

Any other release of information requires the prior written consent of the parent. The parent has the right to request a copy of any released records.

A parent also has the right to challenge or seek amendment to any entry in the student's school record, except for (1) grades; and (2) references to expulsions or out-of-school suspensions, if the challenge to expulsions or suspensions is made at the time the records are forwarded to another school to which the student is transferring. Parents may challenge or seek amendment to a student's school record by claiming that the record is inaccurate, irrelevant, improper, misleading, or violative of the student's privacy rights. The School District's Student Records policy, and its accompanying Rules and Regulations, provide for hearing and appeal procedures and an opportunity to include a statement in the record discussing or explaining any entry. To challenge a record or entry, the parent must contact the Superintendent. Parents may obtain a copy of the School District's Student Records policy by contacting the District office.

The Policy also provides time lines for the destruction of records. Parent 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.

The law and the Policy designate certain information as “Directory Information”. Directory Information includes the student’s name, address, telephone listing, gender, grade level, birth date and birthplace, parent’s names and addresses, academic awards, degrees and honors received, information relating to school-sponsored activities, organizations, and athletics, major field of study, period of attendance in the school. This information may be released to military recruiters and institutions of higher education upon their request and to the general public from time to time and in a student yearbook unless a parent informs the District within ten (10) days of this Notice that information concerning his or her child should not be released, or that the parent desires that some or all of this information not be designated as directory information. If you wish to allow the school to release directory information except to military recruiters you may so advise us in writing. However, concerning requests for student directory information from military recruiters you may so advise us in writing. However, concerning requests for student directory information from military recruiters and institutions of higher education. Directory Information released pursuant to those specific requests shall only consist of the student’s name, address, and telephone listing.

Finally, no person may condition the granting or withholding of any right, privilege, or benefit or make as a condition of employment, credit or insurance the securing by an individual of any information from a student’s temporary record which such individual may obtain through the exercise of any right secured under the ISSRA or regulations.

If you believe the District has violated or is violating this policy, you have the right to file a complaint with the United States Department of Education concerning the District’s alleged violation of your rights.

Restroom Use

Use the restrooms between class periods. Only in emergencies will a student be allowed to leave a class or study hall to use the restroom. In such cases the student must have a pass.

Sex Equity

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

Upon adoption of this Policy and at least once every four (4) years thereafter, the Board shall evaluate its policies and practices to identify any sex discrimination. The evaluation shall include an examination of course enrollment data to identify and instances of disproportionate enrollment on the basis of sex. If the evaluation identifies any sex discrimination, the Board shall develop a written sex equity plan which modifies any policy or practice as necessary to conform to the District’s responsibilities under this policy and which contains remedial steps to eliminate the effects of the discrimination. The Superintendent shall provide in-service training for implementing such sex equity plan to School District administrators, certificated and non-certificated personnel as needed.

Sex Equity Grievance Procedure

1. Any individual alleging that the School District has discriminated against a student or students on the basis of their sex (“Grievant”) may file a grievance.
2. The grievance must be filed in writing with the Superintendent or his/her designee within seven (7) calendar days of the occurrence of the incident giving rise to the grievance and must contain a detailed description of the facts giving rise to the grievance.

3. The Superintendent or his/her designee shall respond in writing to the grievance within thirty (30) calendar days of receipt of the grievance.
4. The Grievant may appeal the Superintendent's decision to the Board of Education by filing a written appeal with the Board's Secretary within seven (7) calendar days of the Superintendent or his/her designee's decision.
5. The Board shall render its decision within sixty (60) calendar days of its receipt of the appeal.
6. The Grievant may appeal the Board's decision to the Regional Superintendent of the appropriate Regional Office of Education.
7. The Grievant may appeal the decision of the Regional Superintendent to the State Superintendent of Education.

Social Worker & Psychologist

A qualified school psychologist will be in the district four days a week during the school year. A school social worker will be in the district on a daily basis. Students may speak to these people during study time or before and after school. Parents may contact the school to set an appointment with either the social worker or psychologist. Access to the social worker and psychologist is governed by the Board Policy and Procedures governing social/emotional and student support procedures.

Special Education and Related Services

Somonauk School District offers special education services and supports for eligible children. All students with disabilities who are eligible for special education and related services are entitled to a free appropriate public education pursuant to the Illinois School Code and the federal Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973. Services are offered for students who have disabilities in the following areas: speech and language, learning disabilities, mental impairment, physical disabilities, vision impairments, severe emotional disturbances, other health impairments, and hearing impairments. Most students remain in the regular education program and receive supports in that environment. A continuum of supports are available that range from services within regular education to placement in programs outside the school district. Eligible students may also receive one or more of the following supports: evaluation/testing, consultation for staff and parents, health services, psychological services, social work services, adapted materials, vision services, hearing services, occupational and or physical therapy and speech and language services.

Inquiries regarding the identification assessment and placement of student who may have a disability should be directed to the Director of Services. The school will immediately provide upon request by any person written materials and other information that indicates the specific policies, procedures, rules and regulations regarding identification, evaluation or educational placement of children who are or may be disabled. Parents, staff, students, and community members are encouraged to contact the Director of Services at 815-498-2314 if you have any questions about the identification, assessment, and educational placement of special education services to eligible children – whether or not they are currently enrolled in the District.

The School District operates an alternative learning opportunities program, which is available to students under certain circumstances. For further information, please contact the Director of Services at 815-498-2314.

Student Services: Identification of Eligible Students

Any student for whom there is a concern can be referred for an evaluation to determine eligibility for special education and related services. Each school has the services of a Teacher Assistance Team. A student can be referred to this team by staff, parents, or an outside agency. A second team, the Case Study Team will

determine if a case study (evaluation) is required. The student's parents must give written permission before any case study testing may take place. For further information please contact the building principal or the District's Director of Special Services.

Uniform Grievance Procedure

PLEASE NOTE: STUDENTS AND EMPLOYEES SHOULD REFER TO BOARD POLICY 7.20 FOR PROCEDURES TO REPORT SEXUAL HARASSMENT. THE DISTRICT ENCOURAGES SUCH REPORTING IMMEDIATELY.

I. Applicability

Students or their parents, employees, or community members may file a complaint in accordance with this grievance procedure, if they believe that the Board of Education, its employees or agents has violated their rights guaranteed by the state or federal constitution, state or federal statutes or Board Policy.

A. Claims to be reviewed under this Policy include, but are not limited to, those arising under the following:

- (1) Title II of the Americans with Disabilities Act;
- (2) Title IX of the Education Amendments of 1972;
- (3) Section 504 of the Rehabilitation Act of 1973
- (4) Claims of Sexual harassment under the Illinois Human Rights Act;
- (5) Title VII of the Civil Rights Act of 1964.

B. Claims alleging discrimination by the School District on the basis of sex in the provision of any student program, activity, service or benefit shall not be reviewed under this policy. Such claims shall be reviewed under the School District's Board policy on Sex Equity.

The Board of Education will endeavor to respond to and resolve complaints without the need to resort to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of an individual to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the individual's pursuit of other remedies. However, use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

II. Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with one of the designated District Complaint Managers. If the complaint involves accommodation of disability or discrimination on the basis of disability, the complaint will be referred to the ADA Coordinator who will follow this grievance procedure. The Complainant shall not be required to file a complaint with a particular Complaint Manager if he or she is the person against whom the complaint has been filed. The Complaint Manager may request, the Complainant to provide written statement regarding nature of the complaint or require a meeting with the parent/guardians of a student. The Complaint Manager may assist the Complainant in filing a complaint under this grievance procedure.

III. Investigation

The complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his/her behalf. The complaint or identity of the Complainant will not be disclosed except (1) as required by law, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. The Complaint manager shall file a written report of his/her

investigation findings with the Superintendent. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education, which shall render a decision in accordance with Section 3 of this policy.

IV. Decision and Appeal

After receipt of the complaint Manager's investigation report, the Superintendent shall render a written decision, which shall be provided to the Complainant. In the event the Complainant is not satisfied with the decision, the Complainant may appeal the decision by making a written request to the Complaint Manager for review by the Board of Education. The Complaint Manager is appointed by the Superintendent and shall be responsible for forwarding all materials relative to the complaint and appeal to the Board of Education. Thereafter, the Board of Education shall render a written decision, which may affirm, modify or reverse the Superintendent's decision. A copy of the Board's decision shall be provided to the Complainant. This grievance procedure shall not be construed to create an independent right to a hearing before the Board of Education.

Vision Screening

Somonauk Community Unit School District 432 conducts vision screening as required by law. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. You are not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months. **The School District requires that a signed report from an optometrist or ophthalmologist indicating such an examination has been administered must be on file with the school in order for you to opt out of vision screening.**

Visitation

We welcome visitors. If you would like to visit school please make arrangements in advance through the principal's office. An appointment is required. The District reserves the right to limit or reject visitations or appointments if such appointments are disruptive to the educational process. Please enter the front door by the office, and ring the doorbell, sign in, and obtain a visitor badge. Since we are concerned with safety and security, staff will ask visitors to report to the office if not wearing a badge.

EXTRA-CURRICULAR ATHLETICS HANDBOOK

2009-2010

PHILOSOPHY

Somonauk CUSD #432 believes that interscholastic extra-curricular activities are an integral part of the school's total curriculum. It is our goal to develop and conduct an extra-curricular program that is consistent with the educational philosophy of the Somonauk School District #432; to maintain a program that will be coordinated with the rest of the overall school program; and establish an atmosphere of extra-curricular participation and competition where the individual participant can develop emotional maturity, learn the value of cooperation with others, develop a high standard of self-discipline, and attain his or her peak in the performance of physical skill and personal talents.

Somonauk CUSD #432 believes it is the duty of all coaches/advisors to incorporate into their respective activities the highest ideals of acceptable human behavior. By example, the participant should see that these ideals and attitudes are a necessary part of developing a spirit of play and a will to win that will provide the basis for his personal achievement while maintaining an excellent program for all.

A participant in an athletic season; fall, winter, or spring may be a member of only one team per season. In the event that the number of students who go out for a sport exceeds the number of athletes who will make the team, a tryout will be held. Tryouts will last a minimum of 2 days and a maximum of 4 days. If tryouts are not necessary because the number of students attempting to be a team member is less than the allowable roster size, than the first day will be considered a practice. Students will be allowed to join a sport, if roster size allows, up to the day preceding the first game. Any practices missed to that point will be considered unexcused unless determined to be a special circumstance by the Athletic Director. If a student attempts to make the roster in a sport that has tryouts and is cut, that student will be permitted to join another team the day after being cut. This is only permissible if cuts were not made in the second sport and no games have taken place. Practices missed while trying out for the 1st sport will not be considered unexcused. However, any practices missed between being cut from the 1st sport and joining the 2nd will be considered unexcused.

HANDBOOK MEETING

All potential athletes and a guardian must attend a handbook meeting relevant to the content of this document prior to the 1st sport the athlete will participate in. A handbook meeting will be held each season prior to the first day of tryouts/practice. Any athlete or guardian who does not attend the mandatory meeting must notify the Athletic Director the day following the meeting so arrangements can be made to disseminate the handbook information. No one will be allowed to tryout or begin practicing until this requirement has been satisfied. This meeting is only required once per school year, prior to the 1st sport the athlete will attempt to be a member of.

I. CODE OF ETHICS

It is the duty and obligation of all Somonauk extra-curricular participants to conduct themselves in accordance with the accepted social conduct. It is through the realization of these standards of conduct that he/she will begin to continue to grow in both body and mind, and will reach his/her full potential as an individual.

Any person, including adults, who behaves in an unsportsmanlike manner during an athletic or extracurricular event may be ejected from the event the person is attending and/or denied admission to school events for up to a year after a School Board hearing. Examples of unsportsmanlike conduct include:

- Using vulgar or obscene language.
- Possessing or being under the influence of any alcoholic beverage or illegal substance.
- Possessing a weapon.
- Fighting or otherwise striking or threatening another person.
- Failing to obey the instructions of a security officer or school district employee.
- Engaging in any activity which is illegal or disruptive.
- Forgery
- Removed from an event.

The Superintendent may seek to deny future admission to any person by delivering or mailing a notice, sent by certified mail with return receipt requested, at least 10 days before the School Board hearing date, containing:

1. The date, time, and place of the Board meeting;
2. A description of the unsportsmanlike conduct;
3. The proposed time period that admission to school events will be denied;
4. Instructions on how to waive a hearing.

All student participants will return an Extra-Curricular Athletics Handbook Form signed by student and parent before practice or participation of any type is permitted. Activities responsible to this Extra-Curricular Athletics Handbook would include:

BOYS/GIRLS GOLF, BOYS SOCCER, GIRLS VOLLEYBALL, CROSS COUNTRY, BOYS BASKETBALL, GIRLS BASKETBALL, WRESTLING, BOYS BASEBALL, GIRLS SOFTBALL, DANCE TEAM, CHEERLEADING, BOYS/GIRLS TRACK, FLAGS.

Injuries: No Matter how minor, all injuries should be reported to the coach/advisor IMMEDIATELY.

Each participant must keep the Locker rooms, playing fields and gym/school facilities clean and safe. The following things will help in doing this:

- No running in the locker/classroom area.
- No horse play in the locker/classroom or Gym area.
- Picking up personal equipment and keeping it in lockers provided.
- Keeping your locker locked, as well as neat.
- First-aid room, coaches/advisor offices and equipment rooms are to be entered only in the presence or company of a coach.

Conduct at games: All participants will sit with the group and coach/advisor at away activities. Cell phones are not to be used during athletic contests or while athletes are in the gymnasium or bench area. Cell phones are only to be used to arrange for transportation upon arrival back to the school from away contests. Coaches and advisors will designate an appropriate time to use cell phones upon departure from the opposing school. **Parents should not approach the student during competition.**

All participants will travel to and from activities on the bus provided unless the Athletic Director signs a parent note before the end of the school day. If a participant misses the bus and has a valid excuse, the player should get to the game if possible and the coach/advisor will decide if player will participate.

The school attempts to buy the best and safest equipment that money can provide. Each participant is expected to take excellent care of this equipment. The equipment issued to the participant must be cleaned and returned at the close of the activity. If the equipment needs repair or change in size is needed please notify the coach/advisor immediately. School issued equipment is to be worn only at Practice and scheduled events.

RESPONSIBILITIES

The privilege of participation in our extra-curricular program is extended to all students, providing they are willing to assume certain responsibilities.

Each High School student is to have their physical, proof of insurance, sports fee, Sports Form, and Extra-Curricular Athletics Handbook page turned into the office **before** the first day of try-outs. All students participating in sports must either purchase school insurance or sign the Sports form indicating that the student has insurance. The student and family exempt the school system from payment of medical bills for injury while participating. School insurance will cover all sports.

Each High School student is required to report to the office on the first day of practice to receive their eligibility athletic card. Athletes will receive their eligibility card after a physical, proof of insurance, and Athletic Code of Ethics page (athletic handbook) are turned in and the sports fee is paid. If they do not meet the above requirements they will not be able to try-out for that sport.

Students are required to participate in every day of tryouts or they will not be eligible to be a member of the team. The Athletic Director or Principal will determine if any tryout absence will be considered excused and if additional days will be awarded in order for an athlete to become a member of the team.

Your greatest responsibility is to be a credit to yourself, your parents, your school and your community. Therefore it is required that our athletes and coaches:

1. Display high standards of acceptable social behavior.
2. Display outstanding sportsmanship.
 - a. Pay proper respect to our flag and school song.
 - b. Pay proper respect for your opponent and your Opponent's school.
3. Display proper respect for those in authority, including teachers, coaches and officials.
4. Use language, which is socially acceptable (vulgar and profane language has no place in extra-curricular activities).
5. Remember that athletes are students first and participants second.

In addition, our athletes shall:

6. Dress in a respectable manner and according to the coaches/advisors wishes, at all times when attending an activity.
7. Display a real spirit of cooperation.
8. Follow all student handbook rules during all extra-curricular activities.

II. CODE OF CONDUCT

A. DEFINITION OF OFFENSES:

The following behavior shall constitute “offenses” which shall subject the offending student to the consequences listed in Subsections II.D. II.E. and II.F of this Code of Conduct whether the behavior occurs on or off school property, or during or outside of school hours for the entire year, students are athletes all year not just during a particular season:

1. Use or possession of drug paraphernalia, alcohol, marijuana, cocaine, steroids, inhalants or other controlled substances.
2. Attendance at events where these substances are being used illegally.
3. Use or possession of nicotine products.
4. Commission of theft, vandalism, trespass, or other conduct that is a violation of the criminal code, with the exception of minor traffic offenses;
5. Participation in, encouragement of, or facilitation of hazing.
6. Participation in, encouragement of, or facilitation of flagrantly inappropriate behavior.
7. Behavior that constitutes gross disobedience or misconduct under the Board Policy.

B. DETERMINATION OF OFFENSES:

1. If an administrator, faculty member, coach, or advisor witnesses an offense, as defined above, the student shall be presumed to have committed the offense.
2. If a non-school adult who is supervising an activity witnesses an offense, he/she is encouraged to report the violation to the administrator in charge who will immediately investigate the potential offense. The investigating administrator shall determine whether or not the offense occurred and report the findings to the building principal.
3. If the administration learns that a student is charged under Federal or State criminal law with an offense involving the use of nicotine, alcohol, drug paraphernalia, marijuana, cocaine, inhalants or other controlled substances, then the administration will follow up and may determine that an offense has occurred and enforce the appropriate consequence.
4. If a student is convicted under Federal or State criminal law with an offense involving the use of nicotine, alcohol, drug paraphernalia, marijuana, cocaine, inhalants or other controlled substances, then the student will be presumed to have committed an offense.
5. If an administrator, faculty member, coach, or advisor is notified by a source he/she deems sufficiently credible that a student has committed an offense, the building Principal or Athletic Director will investigate. This may include a meeting with the student. Regardless of the Principal or Athletic Director’s final determination, the parents/guardians will be notified by the Principal or Athletic Director of his/her conclusions.
6. Behavior that constitutes gross disobedience or misconduct under the Board Policy addressing Student Discipline.

C. SELF REPORTING – PRIOR TO A VIOLATION:

It is the goal of the School Board to encourage students using or possessing the controlled substances reference in Subsection II.B.3 above to voluntarily request assistance. A student participant in one or more extra-curricular activities may come forward to voluntarily request and seek treatment in a Substance Abuse Program without penalty within the following parameters:

1. The self-reporting must not be an attempt to avoid punishment for the commission of an offense.
2. The student must successfully complete a Substance Abuse Program. Failure to complete a program after self-reporting shall result in the consequences corresponding to the offense, as described in Subsections II.D. II.E. and II.F. Of this Code of Conduct and Drug and Alcohol Testing Program.
3. The student or the student's parents/guardians shall notify the building principal or the Athletic Director of the intent to self-report.
4. A student shall only be permitted to self-report without penalty one time during the student's enrollment in the Somonauk School District.
5. The self-reporting option is only available to students who have not yet already been determined to have committed an offense, or are currently under investigation.

D. CONSEQUENCES – 1ST OFFENSE:

When the principal and the Athletic Director determine that a student has possibly committed one of the offenses listed in Subsection II. A or II. B. above, students will be given a chance to provide a satisfactory explanation. After determining that the student has not provided a satisfactory explanation for the behavior or positive test result, and the offense constitutes the student's first offense during his/her extracurricular career with the Somonauk Community School District #432, the following consequences shall apply:

1. The student's parent/guardian shall receive, by regular mail, written notice that the student has been found to have committed an offense, the type of offense committed, and the penalty that will be applied.
2. The student shall be suspended for 30 consecutive in-season calendar days. Any remaining days shall carry over to the student's next activity.
3. A student who has committed an alcohol or controlled substance related offense shall enroll in and complete a formal evaluation at a drug treatment facility (with the exception of a student determined to be a violator of the nicotine possession rule). The Principal must receive a copy of the follow-up referral form from the facility before privileges can be reinstated. Recommendations stated on the follow-up referral form must be started before privileges will be reinstated. Any costs associated with the implementation of the recommendations shall be the responsibility of the parent/guardian.
4. A student participating in an activity who is serving a suspension from extra curricular activities under this Code of Conduct shall practice with the team during the suspension. The offender shall sit with the team during contests but may not dress in uniform. If there are less than 30 days remaining in the current athletic season, the Activity Board, with consultation from the coach, will determine if the student is to attend the remaining games/practices.

E. CONSEQUENCES – 2ND OFFENSE:

When the Principal and the Athletic Director determine that a student has committed one of the offenses listed in Subsection II. A or II. B. above, after determining that the student has not provided a satisfactory explanation for the behavior or positive test result, and the offense constitutes the student's second offense during his/her extracurricular career with the Somonauk Community School District #432, the following consequences shall apply:

1. The student's parent/guardian shall receive, by regular mail, written notice that the student has been found to have committed an offense, the type of offense committed, and the penalty that will be applied.
2. The student shall be suspended from participation in all school-sponsored extracurricular activities for one calendar year. At the discretion of the Principal and the Athletic Director, this suspension can be reduced to 90 consecutive in-season calendar days with the completion of 20 hours of community service. The community service hours must be approved by the Principal and/or Athletic Director prior to performing the service. Proof of completion of such service must be provided to one or both of these administrators. All 20 hours of community service must be completed before the athlete may resume competition.
3. A student who has committed an alcohol or controlled substance related offense for the first time shall enroll in and complete a formal evaluation at a drug treatment facility (with the exception of a student to be determined to be a violator of the nicotine possession rule). The Principal must receive a copy of the follow-up referral form from the facility before privileges can be reinstated. Recommendations stated on the follow-up referral form must be started before privileges will be reinstated. Any costs associated with the recommendations shall be the responsibility of the parent/guardian.
4. A student who has committed an alcohol or controlled substance related offense for the second time shall enroll in and complete a formal drug/alcohol rehabilitation program (with the exception of students who have been determined to be violators of the nicotine possession or use rule) at the expense of the student and the parent/guardian. The Principal must receive a copy of the follow-up referral form from the facility before privileges are reinstated. Recommendations stated on the follow-up form must be completed before privileges can be reinstated. Any costs associated with the recommendations shall be the responsibility of the parent/guardian.
5. A student participating in an activity who is serving a suspension from extra curricular activities under this Code of Conduct shall practice with the team during the suspension. The offender shall sit with the team during contests but may not dress in uniform. If there are less than 90 days remaining in the current athletic season, the Activity Board, with consultation from the coach, will determine if the student is to attend the remaining games/practices.
6. A student who has committed an offense is not eligible for Somonauk School District #432 awards or honors in the activities he/she was participating in at the time of the offense.

F. CONSEQUENCES: 3rd OFFENSE:

When the Principal and the Athletic Director determine that a student has committed one of the offenses listed above, after determining that the student has not provided satisfactory explanation for the behavior or negative test result, and the offense constitutes the student's third offense during his/her extracurricular career with the Somonauk School District #432, the following consequences shall apply:

1. The student's parent/guardian shall receive, by regular mail, written notice that the student has been found to have committed an offense, the type of offense committed, and the penalty that will be applied.
2. The student shall be suspended from participation in all sports and school-sponsored extracurricular activities for the remainder of the student's education in the Somonauk School District #432.

G. APPEAL PROCESS:

To appeal the determination that a student has committed an offense punishable under this Extra-Curricular Activities Handbook, a student or the student's parent must submit a letter and any relevant evidence to the Athletic Director within 5 business days after being notified, either orally or in writing, of the offense which the student has been determined to have committed. Written notice sent by regular U.S. Mail will be deemed to have been received by the addressee seven (7) business days after the date it was sent.

Within ten (10) days after receiving such an appeal, the Athletic Director shall convene a committee consisting of the Athletic Director, the Principal, three impartial coaches/advisors. After considering the appeal, the committee shall vote on whether to uphold the determination of the administration regarding the offense and the appropriate consequence. The Appeals Committee may reduce, modify, or eliminate any consequences determined by the administration. Consequences may not be increased as a result of an appeal. Such decision shall be made by majority vote of the committee. If the vote is tied, the determination shall be upheld.

ELIGIBILITY

NO PASS NO PLAY POLICY

The Board of Education believes that school sponsored, school supported and extracurricular activities provide students with invaluable educational, as well as instructional skills, and knowledge. The Board further recognizes, however, that a student's academic education must take precedent over participation in such activities. As such, as in accordance with Sections 10-20.30 of the School Code, the Board has determined as follows:

1. All students in this District between grades nine and twelve, who participate in any school sponsored activity, including school supported athletic or extra-curricular activities, shall maintain a minimum grade point average of 2.0 on a 4 point system per semester.
2. In addition to maintaining a 2.0 grade point average for the semester, students must maintain weekly passing grades. Any student failing more than one class in a given week will be declared ineligible the following week. Eligibility is turned in on Thursday. Any students found to be failing more than one class when eligibility is turned in will not be eligible the following Monday through Saturday.
3. When a student becomes ineligible they must attend a tutor program or get extra help from the teacher. The athlete will still miss contests, but only miss part of the practice to help keep him/her in shape.
4. After the 1st incident of ineligibility a letter goes home. After the 2nd occurrence of being ineligible, parental contact and a conference will be requested. After the third occurrence of being ineligible, the athlete and parent must meet with the activities board before a possible removal from the team.
5. Any student who fails to meet the minimum requirements established in paragraph 1 of this policy shall be suspended from further participation in any school sponsored, school supported or extracurricular activity for the semester immediately following the semester in which the student failed to maintain a minimum grade point average of 2.0 on a 4 point system.

The Board of Education authorizes the administration to state rules and regulations to implement and enforce this policy.

In order to represent Somonauk School districts in any inter-scholastic competition, or extra-curricular activity a student must:

1. meet all eligibility rules of the Illinois High School Association.
2. meet all eligibility rules of Somonauk School District, semester and weekly.
3. meet all eligibility rules of the Little Ten Conference.
4. turn in a physical examination prior to any participation, including all try-outs for that school year.
5. have some type of insurance protection. The insurance portion of the Activity Code must be filled out completely, and turned in to the office before the first day of practice.
6. pay the sports fee before the 1st practice.

Guidelines for unexcused missing of practice and contests (Co-op teams will follow the home team policies):

Missed practices - unexcused:

- 1st practice - Coaches discretion, talk to player
- 2nd practice - Miss 1 contest - call parents
- 3rd practice - Appear before the Activities Board before participating in any more contests or attending practices.

Missed contests - unexcused:

- 1st contest - Miss 1 contest
- 2nd contest - Miss 1 contest - parental conference
- 3rd contest - Miss 1 contest – Activity Board meeting, Parent, Student may attend Activity Board meeting. Student may not participate until after the Activity Board meeting decision.
- 4th contest - removal from the team, letter sent home to parents of removal from the team.

Unexcused absences are defined as any absences except those for personal illness/injury, attending family/relatives funerals, school related trips and activities, and special circumstances that may be excused by the Athletic Director.

Decisions of the Activities Board and Coaches/Advisors will be final.

The Activities Board will conduct a meeting to review the missed practices, contests, detentions, suspensions or other violations not mentioned in section II.A or II. B consider all evidence and the circumstances involved before deciding what the action of the board shall be. The Activities Board will consist of the Athletic Director, High School Principal, and head coaches/advisors. Whatever the action, parents and students will be notified by phone and in writing by the Athletic Director explaining the decision, and the student shall be told in person of the Activities Board's action by his or her coach/advisor. The Principal will send written notice of the Activities Board's decision to the Superintendent of Schools.

DETENTIONS:

- The second school detention for a participant during an activity season will result in a conference with the Student, Coach, Athletic Director, and Parent.
- The third school detention for a participant during an activity season will result in missing the next game.
- The fourth school detention for a participant during an activity season will result in missing the next game, and a conference with a parent.
- The fifth school detention for a participant during an activity season will result in removal from the team.

SUSPENSION:

1. Saturday or in-school suspension participants placed on suspension shall miss the next scheduled contest following the beginning of the suspension.
2. Out of school suspension participants are ineligible to participate/attend practices or contests for the duration of the suspension. If no contests are held during the suspension, the athlete will miss the next 2 contests following the suspension.
3. Following the assignment of the Out of School Suspension student and a parent must appear before the activities board before resuming practice or play.

EDUCATION ON STEROID USE:

All students participating in extra-curricular activities will receive information on the dangers of steroid use.

TRAINING RULES:

Training is a year round proposition. Participant excellence, personal pride, and the desire to maintain good health habits usually make following rules an easy task for most participants at Somonauk. All candidates are expected to attend all practices. Injured participants who are able to attend practice sessions are expected to do so. Coaches/advisors are to be notified prior to practice if a participant must be absent.

FEES

Athletic Fee: **\$45.00 PER SPORT** at start of season. If uniforms are lost or not returned, additional money will be due for the cost of lost articles. It is the student's responsibility to maintain and return all uniforms. No uniforms, sweat suits, or any other equipment has been given to students. Clean uniforms, belts, warm-up suits, or any other equipment must be returned at the end of the season to the coach or students may not be permitted to try out for another sport until equipment is received or restitution is made.

Athletic fee will be returned if the student is cut from the team, however if the student quits the team or is removed from the team the athletic fee will not be returned.

AWARDS

All athletes are expected to attend the awards night for each sport they participate in.

Somonauk High School has three types of letters recognizing athletic participation, major letters for varsity activities, minor letters for JV activities, and freshman numerals for freshman activities. Each level of award will only be awarded once during a participant's tenure at SHS. If the program has only one level, a varsity letter will be awarded. Each participant will receive a metal pin denoting the activity he/she participated in. Once a participant has fulfilled the appropriate letter requirements, he/she will be given an additional metal pin for each subsequent year involved with that activity. All athletes who finish in good standing will also receive a certificate recognizing his/her effort and dedication.

Failure to complete the season in good standing means forfeiture of all honors and awards; including certificates and pins. An athlete is not considered in good standing if he or she has quit the team, been removed from the team, or are currently under suspension for an offense located in section IIA of the handbook.

STUDENT'S LAST NAME, FIRST NAME

GRADE

I agree to the terms and conditions as stated above in the 2008-2009 Student/Parent Handbook, Extra-Curricular Activities Handbook and Board Policy For Student Parent Handbook. **Please note that the handbook outlines expectations for Somonauk extracurricular participants year-round and those signing it are bound to its regulations for a calendar year.**

I have read the statement above regarding Extra-Curricular Activities and year-round implications.

*Parent's
Initials*

*Student's
Initials*

The following is a list of offenses that are in reference to the Extra-Curricular Handbook. These offenses apply to students that participate in Extra-Curricular Activities.

1. Use or possession of drug paraphernalia, alcohol, marijuana, cocaine, inhalants or other controlled substances.
2. Attendance at events where these substances are being used illegally.
3. Use or possession of nicotine products.
4. Commission of theft, vandalism, trespass, or other conduct that is a violation of the criminal code, with the exception of minor traffic offenses;
5. Participation in, encouragement of, or facilitation of hazing.
6. Participation in, encouragement of, or facilitation of flagrantly inappropriate behavior.
7. Behavior that constitutes gross disobedience or misconduct under the Board Policy.

I have read the list of offenses above.

*Parent's
Initials*

*Student's
Initials*

Printed Parent Name

Printed Student Name

Grade

Parent Signature

Date

Student Signature

Date

Student Copy- Retain for your records.

STUDENT'S LAST NAME, FIRST NAME

GRADE

I agree to the terms and conditions as stated above in the 2008-2009 Student/Parent Handbook , Extra-Curricular Activities Handbook and Board Policy for Student Parent Handbook. **Please note that the handbook outlines expectations for Somonauk extracurricular participants year-round and those signing it are bound to its regulations for a calendar year.**

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*Parent's
Initials*

*Student's
Initials*

Printed Parent Name

Printed Student Name

Grade

Parent Signature

Date

Student Signature

Date

School Copy-Please turn in to the Office.

**BOARD POLICY
FOR STUDENT
PARENT
HANDBOOK**

2008-2009



EXTRA-CURRICULAR

