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August 1, 2008

Dear Students and Parents:

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

The faculty and staff wish the very best for you during your school year. It is important to remember to strive for success in and out of the classroom. Only the students in the building can make this year the best ever at Sandwich High School. Remember to work hard and your dreams can come true!
3.6…GO FOR IT

Sincerely,

Mr. Mitch Nystedt
Principal

Community Unit School
District 430

ADMINISTRATIVE DIRECTORY

Sandwich High School
515 E. Lions Road
Sandwich, IL 60548

Phone 815-786-2157
Fax 815-786-2632
Web www.sandwich430.org

Principal:
Mr. Mitch Nystedt

Assistant Principal:
Mr. Micky Herzog

Athletic Director:
Mr. Steve Miller

Dean of Sudents:
Mr. Lon Gerrish

District Office
720 S. Wells
Sandwich, IL 60548

815-786-2187

Superintendent:
Mr. Rick Schmitt

Business Manager:
Mr. Jim Hicks

Director of Students Services:
Mrs. Sanda Collins
815-786-6851

Transportation Manager:
Mrs. Liz Patterson
815-786-8325

District Curriculum Director
Mr. Wally Marquardt

BOARD OF EDUCATION

Steve Skorup - President……....815-786-6389
1510 Vale St. Sandwich, IL 60548
Angie Turney - Vice President……..……..…815-786-2986
10 Lions Rd. Sandwich, IL 60548
John Frieders - Secretary……815-498-3045
14286 Pine Rd. Sandwich, IL 60548
Terri Eichelberger - Member……..815-786-6520
1112 S. Wells St. Sandwich, IL 60548
Dale Hamilton - Member……815-786-9795
301 E. Sixth St. Sandwich, IL 60548
Vicki Scharenberg - Member…….…….815-498-2658
1047 Zelma Sandwich, IL 60548
Lloyd Vermeland - Member…….……..815-786-6766
928 N. Main St. Sandwich, IL 60548

SANDWICH COMMUNITY HIGH SCHOOL

PREAMBLE

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

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

MISSION STATEMENT

Our mission is to provide opportunities for our youth to develop educationally, emotionally, physically, and socially to the fullest extent of their ability.

1.0 DISCLAIMER

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

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

2.0 AUDIO/VIDEO EQUIPMENT

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

3.0 POSTING OF STUDENT ACHIEVEMENT AND PICTURES

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

4.0 CARE OF SCHOOL PROPERTY

The Sandwich High School building and grounds have been consistently praised for their excellent maintenance. This praise is a tribute to all who have shared in the learning process while in attendance at Sandwich High School. Students are expected to share in the task of maintaining the quality conditions of the high school building and grounds. Listed below are a few items related to building and ground usage that are required of every student:

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

5.0 ASBESTOS MANAGEMENT PLAN NOTICE

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

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

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

7.0 INTEGRATED PEST MANAGEMENT PLAN NOTICE
Sandwich Community Unit School District #430 utilizes an integrated pest management program that incorporates the guidelines as established by Public Act 91-525 for the schools in the district. 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 throughout the year and are completed when students are not in attendance.

Emergency applications are made when situations warrant and only after proper notification.

A copy of the Integrated Pest Management Plan is on file in the Central Office.

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

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

EXTRA-CURRICULAR ACTIVITIES

SCHOOL-SPONSORED CLUBS:

CELEBRATION ASSEMBLY – **Description**: This group prepares the slide show for the celebration assembly in May. **Activities**: sort and identify pictures; take, organize, and inventory slides; plan the music; set up the screen.

COMPUTER CLUB – **Description**: An opportunity for computer enthusiasts to meet and share information regarding computer technology. The club also works on the school district website and assists with the Celebration Assembly.

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

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

FRENCH CLUB –**Description**: French Club tries to increase the students' understanding and appreciation of French culture. **Activities**: Students plan, host, or attend an annual crepe party, a play - French if possible; and international and French food buffets.

FUTURE EDUCATORS OF AMERICA (FEA) –**Description:** Promotes education throughout the school year with fundraisers and various activities.

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

MATH TEAM –**Activities**: Each year Sandwich High School competes in the I-8 Math Contest. The contest is divided into 11 different tests, nine of which are teams made up of five students working individually, and also two teams of students working together. The individual team tests are Matrices, Algebra 1 linear Equations and Word Problems, Geometry Rt. Triangles and Numerical Problems, Algebra II Systems of Equations and Quadratics, Trigonometry, and Partial Fractions. First, second and third place medals are given for each contest and the school, which earns the most points, wins a trophy.

NATIONAL HONOR SOCIETY –Description: NHS is a nation-wide organization whose members excel in scholarship, leadership, character and service. Members must have a 3.50 grade point average and must be either juniors or seniors. **Activities**: NHS holds induction of new members each fall. We sponsor the Dessert Theater at the fall play, blood drives and a spring field trip. We also participate in service projects throughout the year.

STUDENTS AGAINST DRUNK DRIVING (S.A.D.D.) –Description: SADD is an organization that informs the students and community of the dangers of destructive decisions. Everyone welcome. **Activities**: Fund-Raiser; participating in the homecoming parade; decorating bulletin board with information; prom key chains; and safe driving awareness activities.

SCHOLASTIC TEAM –Description: This is a conference activity for varsity and junior varsity. There are tournaments for each team. If you enjoy Trivial Pursuit and other academic mind games, you will want to be a part of this activity. You should have a strong interest in at least one of the following categories: math, science, English, music, art, history, sports, agricultural, home economics, industrial technology, computers. **Activities:** Practice sessions with lockout buzzer system, conference meets and tournaments.

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

SPANISH CLUB: –Description: Spanish Club tries to increase cultural awareness of the various Hispanic cultures. **Activities**: Pot-Luck Lunches, Six Flags Summer Field Trip, Foreign Language Cup Challenge, Chicago Fire Soccer Games, fund-raisers, eat at various local ethnic restaurants.

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

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

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

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

WORLDWIDE YOUTH IN SCIENCE AND ENGINEERING (WYSE) –Description: WYSE is an academic competition team open to juniors and seniors with an interest in science, engineering, and technology. **Activities**: District, regional, and state contests are held beginning in February.

FINE ARTS:

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

SPORTS:

FALL
Football (Boys) - Volleyball (Girls) - Cross Country (Both) - Golf (Both)

WINTER
Basketball (Both) - Wrestling (Boys)

SPRING
Softball (Girls) - Baseball (Boys) - Track (Both)

POM PONS & CHEERLEADING:

Poms (Football & Basketball)
Football Cheerleaders (Varsity & Sophomore)
Basketball Cheerleaders (Varsity & Sophomore)
Wrestling Cheerleaders (one squad)

8.1 Good Night Rule
Once a student leaves a school activity, he/she will not be re-admitted to the activity unless accompanied by his/her parent or authorized adult.

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

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

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

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

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

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

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

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

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

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

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

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

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

11.0 STUDENT RESPONSIBILITIES

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

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

12.0 ATTENDANCE POLICY- ILLINOIS SCHOOL CODE
NO NOTES WILL BE ACCEPTED FOR A STUDENT'S ABSENCE.

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

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

Reporting an Absence
To report an absence, parents or guardians are to call the school between 6:00 a.m. and 10:00 a.m. on the day of the absence, 786-2157. (An answering machine will take calls before 7:00 a.m.) NOTES WILL NOT BE ACCEPTED FOR A STUDENT'S ABSENCE. If a phone call is not received by 10:00 a.m. the absence will be considered UNEXCUSED.

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

- Illness (medical documentation will be required for chronic absences)
- Observance of a religious holiday
- Death in the immediate family
- Family emergency (must be approved by the school administrator)
- Circumstances that cause reasonable concern to the parent or guardian for the safety or health of the student as determined by the school administrator.

Anticipated Absences
Excused absences will be granted for medical, dental and legal business as well as other parental requests made in advance. When full-day absences are anticipated, students MUST fill out a teacher notification form and obtain the appropriate signatures. It is the responsibility of the STUDENT to request his/her assignments and to make sure they are submitted upon his/her return.

Signing in Late
If a student is arriving after 8:10 am, the student will need to sign in the office prior going to class. Failure to do so will result in the student being counted as unexcused from any classes missed. The following are examples of unexcused tardies to school, but are not limited to:

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

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

Tardy to School
Students need to be in class no later than 8:10 after the first tardy bell rings. Students that arrive after 8:10 will be considered unexcused and sent to the office for disciplinary consequences.

Classroom Tardies
Students are expected to be on time for each class. (A passing time is given to allow students to go to their locker, use the washroom, etc.) Students will receive one tardy to class per semester without consequence. All further consequences will be dealt with by the individual teacher. Chronic tardies will result in additional disciplinary action and/or possible referral to the county truant officer.

SANDWICH SCHOOL DISTRICT
TRUANCY POLICY

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

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

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

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

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

- No make-up work for unexcused absences. This includes tests and quizzes.
- If a student is considered a truant by the standard set by the State of Illinois, then credit will be given for work missed if made up during the next five-hour Saturday detention in session. Tutoring and/or help will not be given during this detention. This only applies to the days missed after the student is officially designated as a truant.

Students shall be permitted no more than seven (7) excused absences, including vacations, for the year based upon parental/legal guardian confirmation for the reason of the absence. After the student has been excused seven times in one or more of his/her classes during a school year, additional excused absences for illnesses may only be verified through a written medical statement from a physician. Other excused absences will be limited to death in the family, a family emergency requiring the absence of the student (this must be approved by the administrator at the building level), religious reasons that prohibit attendance for a given time or other reasons determined by the administration. The parent/legal guardian must verify the reasons for such absences. If a student absence is verified by a doctor's excuse before the student has reached the limit of seven days (or classes) of excused absences, that absence will not count toward the seven days permitted by this section. All doctor notes need to be turned in a timely manner or the administration has the discretion not to accept the doctor note.

When a student reaches 4 unexcused absences a letter will be sent to the parent/legal guardian warning of future consequences related to attendance. At 9 unexcused absences, the student will be referred to the DeKalb County Truant Office for intervention. These nine (9) days can take into account the previous 180 school days.

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

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

list will be forwarded to the building principal responsible for the student in the following school year. This letter will be placed in the student's temporary file.

Resources and Supportive Services
The following resources and supportive services are available to students with attendance problems and their parents or guardians:

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

Indian Valley Vocational Center ATTENDANCE
Students need to attend IVVC only on the days SHS is in session. In addition to IVVC rules, students are expected to also adhere to SHS rules while enrolled in an IVVC program/job site.

Homework Request
Homework may be requested on the second day a student is absent by contacting the office no later than 10 a.m. Assignments may be picked up in the guidance office at 3 p.m. Homework requests for more than 2 days may be picked up the following day. Students with an anticipated absence must request their own homework from their teachers before the absence begins. Upon returning to school, students will have one day per day missed to complete missed work.

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

Foreign Exchange Students
Sandwich High School recognizes the positive impact foreign exchange students have on the entire student population. The school permits one foreign exchange student per year from the Sandwich Rotary Club. If the Rotary Club does not have a student available, SHS reserves the right to accept or decline a student from another organization.

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

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

15.0 DRESS
The appearance of any young person is primarily the responsibility of that individual and his/her parents. We expect students to maintain an appearance, which is not distracting to teachers or other students or detrimental to the educational process of the school. When a student's appearance is thought to be detrimental, a parent-administrator conference will be arranged.

Caps, hats and sunglasses are **not** to be worn inside the building or be in a student's possession during the school day. Sunglasses may be worn in the building if a physician's statement is on file in the office. Coats, jackets, gloves, and hoods **are not** to be worn in the school and are not permitted during the school day and are expected to be stored in student lockers.

Accessories (including but not limited to jewelry, toys, chains, etc.) considered objectionable or detrimental to the educational process will not be allowed in the building. Any clothing deemed unacceptable will need to be changed, or the student will be sent home to change. Any time missed will be considered unexcused.

Although this list is not comprehensive, the following are also prohibited:

- see-through clothing
- midriff tops
- spaghetti straps and halter tops
- short shorts
- tank tops

- exposed undergarments
- apparel printed with offensive pictures or words, or advertising drugs/tobacco/alcohol/violence or explicit sexual themes.
- Pants are to be pulled up around the waist, not worn "pulled down" below the waist
- Wristbands.

Suspenders must be worn over the shoulder. Items (including but not limited to strings, chains, keys, or toys) attached to belts/loops, and/or wallets or worn in any other fashion are prohibited.

If a student is determined to be in violation of the dress code and brought to the attention of the office the parent will be informed and disciplinary action may occur.

16.0 BOOKBAGS/BACKPACKS

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

17.0 HONOR ROLL 3.6... GO FOR IT...

One of the highest academic honors that can be achieved is to be placed on the honor roll. The Sandwich High School curriculum, including those at the Indian Valley Vocational Center, should count as equal when determining grade point averages. Physical Education and Driver Education, though not counted towards grade point average, are important for credit towards graduation. There are two honor distinctions made at the conclusion of each grading period:

- Straight "A" High Honor Roll
- Regular Honor Roll for students who have attained a minimum GPA of 3.20.
- 3.6 Academic Letter: Students who earn a 3.6 cumulative grade point average (GPA) during the school year will be awarded an academic letter. Students who achieve a 3.6 cumulative GPA any year thereafter will be awarded a lamp of learning pin.

18.0 NATIONAL HONOR SOCIETY

- To be eligible for membership, the candidate must be a member of the junior or senior classes. Candidates must have been in attendance at Sandwich High School the equivalent of one semester.
- Candidates must have a cumulative grade point average of at least 3.5 on a 4.0 scale. The difficulty level of courses will also be considered in evaluating scholastic eligibility. Each student eligible, based on his/her scholastic average, will be given a student information sheet to complete. The three criteria considered in addition to scholarship are leadership, service, and character.
- The selection of members to the chapter shall be by a majority vote of the faculty council. Neither the principal nor the chapter advisor shall serve as voting members of the faculty council.
- Appeals regarding non-selection shall be made in writing to the principal.

19.0 GUIDANCE AND COUNSELING

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

- The PPS (Pupil Personnel Services) team at Sandwich High School includes: school psychologist, school social worker, school nurse, building principal, regular education and special education teachers, and other faculty as appropriate. These professionals are available to students to provide services beyond the scope of the normal classroom. Both parents and/or teachers may request PPS services for any student. Parents may contact the school for information.
- Counseling services – Counselors are trained to educate and assist students in the process of learning more about themselves and others. This includes helping students with personal problems by examining his or her needs and evaluating all options for potential solutions. Students are encouraged and invited to visit the Guidance office at any time.
- Educational information – Counselors will assist students with educational planning at any point in their high school career. Catalogs from major colleges, universities, and trade schools are maintained by the counselors. Scholarship opportunities are also available in the Guidance Office. Students are welcome to come in before or after school or during study hall to examine these materials.
- Occupational information - If help is needed in career planning or in securing specific information concerning occupations, the student should see the counselor.
- Registration for the next school year will take place during the second semester of the school year. This process will involve the selection of appropriate courses and securing the approval of the parents. The counselor will serve as a resource person, providing the required information for making final selections.

- Testing - The testing program of Sandwich High School is designed to help the student understand his/her capabilities of achieving future goals. Testing may be used to identify the student's strengths and weaknesses and can be helpful in curricular, extra curricular and vocational planning. School-administered tests are tools to be used along with grades, teacher evaluations, and other useful information.

20.0 DIRECTORY INFORMATION - Press Releases
Information that will be designated, as directory information will include:
- Identifying information, names, addresses, gender, and grade level
- Academic awards, degrees, honors, and pictures
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study and period of attendance in the school.

Such information may be released to the general public, unless a parent requests that any or all such information not be released on his/her child. Such a request should be made in writing to the high school administration. Please refer to sections 20.0 and 21.0 for further information.

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

21.0 RELEASE AND ACCESS OF INFORMATION
Sandwich High School will grant access to information contained in school student records to persons authorized or required by state or federal law.

- Such person shall provide the school with appropriate identification and a copy of the statute authorizing such access.
- Sandwich High School will grant access to, or release information from, school without parental consent or notification:
    - To an employee or official of School District #430, or the State Board of Education who has a current interest in the student and the records are in furtherance of such interest.
    - To any person for the purpose of research, statistical reporting, or planning provided that such person has the permission of the State Superintendent of Education and no student or parent can be identified from the information released.
    - Pursuant of a court order provided that the procedures outlined in III. Rev. Stats. 1975, 105 ILCS 10/6(a) (5) is observed.

Any release of information other than specified above requires the prior specific, dated, written consent of the parent designating the person, to whom such records may be released, the reason for the release and the specific records to be released.
Parents and students should be aware that when they have made a request for records to be sent that they have the right to inspect and copy such records, to challenge the contents of such records, and to limit any such consent to designated records or designated information within the records.

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

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

Definition of Student Records:
A student records is any record that contains personally identifiable information or other information that would link the document to an individual student if it is maintained by the district, except records kept: (1) in a school staff member's sole possession destroyed not later than the student's graduation or permanent withdrawal, and not accessible or revealed to any other person except a temporary substitute teacher, or (2) by law enforcement officials working in the school.

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

Student Permanent Record:
The student's permanent record consists of:

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

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

Student Temporary Record:
The student's temporary record consists of all information not required to be in the permanent record and may include:
- Family background information
- Intelligence and aptitude
- Psychological reports
- Achievement test scores, including scores on the Illinois Standards Achievement Test
- Participation in extracurricular activities
- Honors and awards
- Teacher anecdotal records
- Disciplinary information, specifically including information regarding an expulsion, suspension, or other punishment for misconduct involving drugs, weapons, or bodily harm to another
- Special education materials: current I.E.P. and M.D.C.
- Verified reports or information from non-educational persons, agencies or organizations
- Verified information of clear relevance to the student's education
- Information pertaining to release of this record
- Record of release of temporary record information.

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

Inspection of Student Records:
- Parents have the right to inspect, challenge and copy their child's records until the student attains 18 years of age
- Students have the right to inspect, copy and release their permanent record.
- Students will not have access to their temporary records without parental permission until they attain 18 years of age
- Student records will be made available to parents or eligible students within fifteen school days from the time a written request is received
- When parents or students inspect the records, a qualified staff member will be present to interpret the information contained in these records
- Copies of student records will be provided to eligible parents and students upon written request. The school will charge a fee determined by the Board of Education
- Non-custodial parents have the same rights as custodial parents unless specifically denied by a court order
- No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit or insurance the securing by an individual of any information from the student's temporary record which such individual may obtain through the exercise of any right secured under the School-Student Records Act.

Right to Control Access of Student Records:
District #430 will release student records to an official record custodian of another school in which the student has enrolled or intends to enroll.

The official or student must make a written request to release the records. Parents will receive prior written notice of the nature and substance of the information to be transferred. They may, upon written request, inspect, copy and/or challenge such information. If parents do not respond within ten (10) days to the notice of their right to inspect, copy or challenge information to be transferred to another school, the records will be forwarded to the requesting school.

Access to Records Without Parent Consent:
District #430 staff members who have a current and legitimate educational interest in the student records will have access to a student's permanent and temporary records.

- School officials will release student records without parent permission pursuant to a valid court order or subpoena presented by local, state, or federal officials and will notify parents in writing regarding the judicial order and the information so provided.
- Student records may be made available to researchers for statistical purposes provided that a) permission has been received from the State Superintendent of Education; b) no student or parent will be personally identified from the information released.
- Information may be released to appropriate persons if such information is necessary to protect the health or safety of the student or other person.
- Student records may be released to the DeKalb County Special Education Association (DCSEA). This could include psychological, social, and medical information of a highly confidential nature.
- Records of eighth grade students entering high school will be sent from the middle school to the high school attendance center. This transfer of records will be completed by July 1, following the completion of eighth grade.
- Under article 9528 of the ESEA (20 U.S.C. article 7908) directory information is available upon request to military recruiters.

School "directory information" may be released by the district's discretion. Directory information includes:
- Name, address, gender, grade level, birth date, birthplace and parents' names and addresses
- Academic awards, degrees or honors
- Period of attendance in the school
- Information in relation to school-sponsored activities, organization, and athletics.

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

Challenge Procedures:
- Parents have the right to challenge the accuracy, relevance or propriety of any entry in their child's records, exclusive of grades.
- A request to challenge the contents of a student's record must be made in writing to the school's official records custodian and must state in specific terms what entries in the child's record are being challenged.
- The records custodian will conduct an informal conference with the parents within 15 school days of the receipt of the written challenge.
- If the challenge is not resolved by the informal conference, formal procedures may be initiated in accordance with Rules and Regulations to Govern School Records, Article IX, Section 9.03 and 0.04.

Annual Notice to Parents Concerning Student Records:
State and federal law gives parents (and students over 18 years of age) certain rights concerning the student's school records. These rights are listed below.
- You have the right to look at your school records. To look at your records, you should give the principal a written request listing the records that you want to see. The principal must allow you to see the records within 45 days from receiving your request.
- You have the right to request changes in your school records if you believe the records are inaccurate, misleading or that they violate your privacy rights. If you want to change your records, you should tell the principal in writing what you want changed and why you think it ought to be changed. If the principal agrees with you, your records will be changed. If the principal disagrees with you, you may request a hearing.
- You have the right to let other people see your school records; however, the law allows some people to see your records without your consent. For example, a school district employee or adult volunteer may see your records if they need information to do their job as an employee or volunteer.
- You have the right to file a complaint with the U.S. Department of Education if you believe the school has violated any of your rights with respect to school records. If you have a complaint, send it in writing to:

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

Both parents have a right to see the school records of their child unless there is a certified copy of a court order on file at the school that specifically denies the right to access to school records. Copies of school records are available for a minimal copying charge.
If you have any questions about these rights, please contact your school office.

23.0 REGISTRATION INFORMATION

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

All seniors must enroll in a minimum of five classes plus P.E. per semester unless the student meets the requirements for P.E. exemption, including Consumer Education. Students enrolled in IVVC must take two classes plus P.E. each semester.

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

Physical Education Exemptions

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

1. enrollment in either (a) a marching band program for credit and are requesting the excuse due to ongoing participation in such marching band program; or (b) a Reserve Officer's Training Corps (ROTC) program sponsored by the District;
2. ongoing participation in an interscholastic athletic program (student must be in the 11th or 12th grade);
3. enrollment in academic classes which are required for admission to an institution of higher learning provided that failure to take such classes will result in the pupil being denied admission (student must be in the 11th or 12th grade);
4. enrollment in academic classes which are required for graduation from high school, provided that failure to take such a class will result in the pupil being unable to graduate (student must be in 11th or 12th grade).

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

SCHEDULE OF COURSE SELECTIONS BY GRADE LEVEL:

FRESHMEN

Science (2 sems.)	1 credit
Math (2 sems.)	1 credit
English (2 sems.)	1 credit
Electives (4 sems.)	2 credits
Phys. Ed. (2 sems.)	1 credit
	6 credits minimun

SOPHOMORES

Drivers Ed. (1 sem.)	1/2 credit
Health (1 sem.)	1/2 credit
Soph. Eng. (2 sems.)	1 credit
Math (2 sems.)	1 credit
Science (2 sems.)	1 credit
Electives (6 sems.)	3 credits
	6 credits minimun

JUNIORS

Am. Hist (2 sems.)	1 credit
Jr. Eng. (2 sems.)	1 credit
Electives (6 sems.)	3 credits
Math (2 sems.)	1 credit
Phys. Ed. (2 sems.)	1 credit
	6 credits minimun

SENIORS

Consumer Ed.	1/2 credit
Electives (9 sems.)	41/2 credits
Phys. Ed. (2 sems.)	1 credit
	6 credits minimun

GRADUATION REQUIREMENTS

2009 graduates from Sandwich High School will have attained a minimum of 23 credits upon completion of their course work. All students must carry a minimum load of 6 credits per year. Credits are earned by passing semester classes with a grade of A, B, C, or D. The following items must be incorporated into the credit requirements for graduation.

- Six semesters of English (3 credits)
- Four semesters of Science (2 credits)
- Four semesters of Math (2 credits)
- Four semesters of Social Studies (2 credits)
- Six semesters of Physical Education (3 credits)
- One semester of Health Education (1/2 credit)
- One semester of Consumer Education (1/2 credit)
- One semester of Drivers Education (1/2 credit)
- Two semesters chosen from:
    a. Music
    b. Art
    c. Foreign Language or Vocational Education

2009 graduates are required to pass 3 years of mathematics. 2010, 2011, and 2012 graduates are required to pass 3 years of mathematics, one of which must be Algebra and one with geometry content. In addition, 2010, 2011, and 2012 graduates must pass 2 courses which are writing intensive. 2012 graduates are required to pass 4 years of Enlgish.

To successfully complete your high school program, the following items must be accomplished:

1. **English** - Students must complete a total of six semesters of English to meet graduation requirements. They must enroll in Freshmen English or Advanced Freshmen English (1 credit) their freshmen year. They must enroll in Sophomore English or Advanced Sophomore English their sophomore year. Junior students are required to enroll in Junior English or Advanced Junior English (1 credit). **2012 graduates are required to enroll and pass either Speech or Advanced Speech as a graduation requirement. 2012 graduates are alos required to pass 4 years of English.**

2. **Science** - Students must be enrolled in a life science class and a physical science class during their freshman and sophomore years. Freshmen can choose to take either General Biology, or Biology I to satisfy their life science requirement or Introductory Physical Science (IPS) to satisfy the physical science requirement. If the student takes a life science class during their freshmen year, they must take a physical science class during their sophomore year. If they take a physical science class during their freshman year, they must take a life science class during their sophomore year. Students who have taken IPS during their freshman year generally take General Biology during their sophomore year. Students who have taken General Biology as freshmen generally take IPS during their sophomore year. Students who have taken Biology I as freshmen generally take Chemistry I as sophomores.
3. **Mathematics** - All students must enroll in a course in mathematics during their freshman, sophomore, and junior years. The Class of 2010, 2011, and 2012 are required to pass 3 years of mathematics, one of which must be Algebra and one with geometry content.
4. **American History** - Students must enroll in American History or Advanced American History during their junior year. A second Social Studies credit must be selected from the remaining Social Studies electives. The U.S. and Illinois Constitution tests are given in the American History classes and must be passed to be eligible for graduation.
5. **Physical Education** - Students must successfully complete 3 credits of physical education during their four years in high school.
    (A) Students are required to complete a year of physical education during their 9, 11 and 12th years of enrollment at Sandwich High School, unless the student meets the requirements of P.E. exemption during their 11th and/or 12th grade year.
    (B) A "medical" from physical education will verify that a student was medically unable to fulfill the physical requirement. Students who are not physically able to complete a year of physical education (affidavit from a certified medical doctor) must enroll in another course to attain the required credits necessary for graduation.
    (C) Students failing a semester of physical education will be required to retake that semester.
6. **Consumer Education** - Students must enroll in a semester course in consumer education their senior year.
7. **Driver Education** - Students must enroll in a semester course in driver education. Eligibility is granted to students who have at least a sophomore standing and have received a passing grade in at least eight courses during the previous two semesters.
8. **Health** - Students must enroll for a semester in health education during their sophomore year.
9. In determining the awarding of credits, all decisions are based upon the successful completion of a semester of course work.
10. Sandwich High School will allow 6 credits to apply towards graduation from correspondence schools, summer school, community college, and NOVEL courses. Students may take one outside course freshman year, one sophomore year, two

junior year, and two senior year. Exceptions can be made based on administrative approval. The guidance office must approve all courses.

11. Junior - Senior students may consider Waubonsee Community College on a shared time basis with their high school program (Dual Credit). Students **may not enroll** in classes that are available through Sandwich High School. They must petition to take part in this program.
12. The programs at the Indian Valley Vocational Center are available for Juniors and Seniors. IVVC course descriptions are listed within the registration booklet.
13. **Early Completion** - Early completion will be considered after consultation between the student, his/her parents, and school officials. In every instance, graduation requirements must be met. It is the responsibility of the student to secure an application for Early Completion form the Guidance Department and to then arrange for the initial conference with school authorities. The application for Early Completion must be submitted by October 1 of their senior year. Students electing the Early Completion option must agree to accept the following conditions:

    a. To qualify for the Early Completion program at Sandwich High School, a student must have a minimum of seven semesters of high school attendance and must have fulfilled all graduation requirements at the conclusion of the school term, and the Early
    Completion student may take part in the graduation ceremony with classmates.
    b. Students electing the Early Completion option will have their G.P.A. ranked with the class with which they entered high school.
    c. The usual senior rights, privileges, and responsibilities will be expected from these students.

14. **Early Graduation** - Early graduation will require a formal petition by the student and his/her parents, careful review of the student's education and career plans by the high school staff, and approval of the petition by the Board of Education. The petition must be submitted to Sandwich High School prior to the beginning of a student's fifth semester of schooling. Students fulfilling all of these requirements and the required units necessary for graduation will be graduated, and a diploma awarded, at the time of the next scheduled graduation exercise. Students electing the Early Graduation option must agree to accept the following conditions:
    a. To qualify for Early Graduation program at Sandwich High School, a student must have a minimum of six semesters of high school attendance.
    b. Students electing the Early Graduation option will have their grade average and scholastic rank based with their graduating classmates.
    c. The usual senior (i.e. fourth year) privileges, rights, and opportunities will be forfeited due to the student's Early Graduation. i.e. valedictorian or salutatorian honors.
15. **Dropping and adding courses** - Students will not be permitted to drop or add classes after the first full week of each semester. If a student has seven classes, he/she will be permitted to drop one course for a study hall up to the fifth week of each semester. Adding of classes will only be permitted in class sections that are not overloaded.

24.0 GRADING POLICY

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

Final grades will be computed using a straight percentage formula. Quarter grades will count for 2/5 of the semester grade and the exam will count for 1/5 of the semester grade.

25.0 ATHLETIC/ EXTRA-CURRICULAR ELIGIBILITY

Per IHSA policy, to be eligible for interscholastic competition, a student must achieve passing grades. The student must be enrolled in and passing at least four classes, excluding physical education, drivers education, resource, and fitness and conditioning.

26.0 COLLEGE INFORMATION

Generally accepted guidelines for admission purposes:

1. You must be a graduate of an accredited (approved) high school. Sandwich High School is accredited by the North Central Accrediting Association.
2. General Requirements

A). State of Illinois colleges and universities:

i. English (oral and written communication and literature) 4 credits
ii. Social Studies (History and Government) 3 credits
iii. Math (Algebra I, Geometry, Algebra II) 3 credits.
iv. Laboratory Science (Biology, Chemistry, Physics, Advanced Chemistry, Advanced Biology) 3 credits
v. Humanities (Art, Foreign Language, Music) 2 credits

B). Junior College

i. Completion of college admission test in English and Math.

ii. Specific subject requirements are generally not stipulated by a two-year junior college, but will be necessary if a student plans to transfer to a four-year college.

3. A combination of class rank, college entrance examinations and high school subject requirements are used to determine admission for senior level colleges. Colleges may vary in their entrance requirements, but the above academic credits will admit students to the majority of four-year colleges. If a student has selected his college, he/she must study the school's special requirements and plan his/her high school program accordingly.
4. It is important that students realize that the majority of people applying to colleges do so during the fall semester of their senior year. Because of this, their class rank for the initial application is based only on their freshman, sophomore, and junior grades. Each school year is important - don't expect that good grades received only during your junior and senior years will automatically allow you to be admitted to the school of your choice.
5. Students will be allowed to visit college campuses during their junior and senior years. Arrangements for college visits must be made in the Guidance Office at least 48 hours in advance and are subject to administrative approval. Students are discouraged from taking college visits on days immediately before or after school vacations. All college visits must be completed prior to May 1 each year.

27.0 VOCATIONAL EDUCATION AND SCHOOL (Trade, Business, and Vocational Schools)

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

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

28.0 IDENTIFICATION CARDS

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

29.0 LOCKERS

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

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

30.0 SEARCH & SEIZURE

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

In specific incidents, school authorities may search areas (including but not limited to school property) when there is reasonable suspicion that the search will produce evidence that the student has violated either the law or the District's rules.

31.0 SEIZURE OF PROPERTY

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

32.0 PHYSICAL EXAMS

Physical examinations as prescribed by the Department of Public Health are required of every entering freshman student prior to the first day of school. Students not having their completed exams on file in the school office will not be permitted to attend classes until such exams are on file.

In addition to the physical examination, every freshman must be immunized in accordance with the rules and regulations adopted by the Department of Public Health prior to entering school.

Examinations must be made by licensed physicians. Additional health examinations for Sandwich High School students may be required when deemed necessary by the school authorities.

Parents who cannot fulfill this obligation because of financial, religious, or constitutional reasons may discuss this requirement with the high school administration.

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

34.0 PROGRESS REPORTS
Progress reports will be mailed home to parents after the first five weeks of each quarter. Parents must either call the instructor(s) or sign and return the report to the instructor within five (5) days of issuance. It is important to confirm communication between the parent and teacher. If no communication is made, then consequences will be given.

35.0 REPORT CARDS
Report cards will be mailed home quarterly. All fees and library fines must be paid before the report card is issued.

36.0 INCOMPLETE GRADES
If a student is issued an incomplete, it must be removed within two weeks after the end of the nine-week grading period. Incomplete grades that are not removed within the two-week period will be adjusted to a failing grade.

37.0 Online Grades
Students and parents may check grades through an online grading program available through www.sandwich430.org. Students and parents are encouraged to check on the student's progress regularly.

38.0 MEDIA CENTER REGULATIONS
Students are encouraged to use the media center for reference work. There are special rules for reference books, magazines, and reserved books. Learning the use of the media center and observing its rules help to develop good citizenship. Computers, enhanced technology for research, and many other media items are available for student use.
The following policies are to be followed in the media center to service our student body:

1) Students with overdue books and/or fines may be denied media center privileges.
2) All library materials must be checked out of the media center. Students in possession of media materials that have not been checked out may be considered as in possession of stolen materials.

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

40.0 AUTO REGISTRATION AND OPERATION

REGISTRATION

Only juniors and seniors attending Sandwich High School who drive a vehicle (car, truck, or motorcycle) to school will be allowed to register their vehicles and purchase a vehicle tag.

A numbered parking tag will be granted to a licensed driver upon full completion (make, model, plate number, a copy of the proof of insurance, a copy of the vehicle registration, and a copy of the student's drivers license) of the required parking and driving permit form. Please submit this form to the front office with a parent/guardian signature. The fee will be determined annually by the Board of Education.

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

PARKING REGULATIONS

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

DRIVING REGULATIONS

- ***The Sandwich Police Department has jurisdiction to police the parking areas of the Sandwich School District #430. "Parking areas" include parking lots, fire lanes, safety lanes and access and exit roads to the school.***
- ***There will be no driving or riding between buildings during the school day. Students who transport other students during the school day may lose their privilege of driving to school and parking on school property.***
- ***IVVC students: No student will be allowed to park his/her auto at IVVC without the signed consent of the parent/guardian, IVVC instructor, director of IVVC and the high school administration.***
- ***After parking, students are to exit their cars immediately and enter the school building. Before and after school, students are not to be driving through and around the high school parking lot. No loitering is allowed in parking areas, and students are not allowed to sit in cars while parked.***
- ***Students are required to leave their autos in the student parking areas until the completion of their entire day. IVVC is considered as part of the school day. Unauthorized vehicles (cars without stickers or students prohibited on school property) will be ticketed and towed at owner's expense.***
- ***The school does not assume the liability of the student's driving.***
- ***School buses have the right of way at all times on school property.***
- ***The speed limit in the parking areas as well as the entrance and exits is 15 miles per hour. For safety of persons and vehicles, excessive speed, reckless driving, squealing and spinning of tires may result in disciplinary action with the school and/or a complaint filed with the police.***
- ***Sophomore driving privileges will be determined at a later date. Note: Should sophomores be permitted to drive, parking is only permitted on the one way/Terry St. during school hours.***

****Provisions for enforcement of parking and driving regulations.***

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

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

ALL ACCIDENTS ON SCHOOL PROPERTY SHOULD BE REPORTED TO THE FRONT OFFICE.

41.0 FREE AND REDUCED LUNCH POLICY

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

Free and reduced lunch applications will be available at registration or the school office. Complete and return to the school. The office will notify you of your eligibility.

42.0 WAIVER OF SCHOOL FEES

The law states the fees should be waived to all students "whose parents are unable to afford them, including but not limited to children eligible for free lunches or breakfast, textbook fees, extra-curricular/participation fees…etc". 105 ILCS 5/10-20.13.

43.0 CAFETERIA REGULATIONS

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

- All eating shall be confined to the cafeteria. Food and drinks are not to be taken out of the cafeteria. Glass containers are not allowed. Plastic containers brought to school must be sealed until used at lunch.
- Students are to return trays, dishes, utensils and garbage to the appropriate disposal containers.
- Any accidents are to be reported to the cafeteria helpers. Students are expected to help clean up and keep the eating area presentable.
- Students are not allowed in any other location except the cafeteria during their lunch period. Students are to use the west

restrooms during their lunch period.

- Students must keep their hands, feet, and objects to themselves at all times.
- Students are expected to sit at the cafeteria tables with no more than ten students at one table. Students must keep noise level down, and when leaving, push chair in.
- Vending machines are for students use before & after school only.
- Students are not allowed to order food for delivery (i.e. Pizza Hut, Sub Way, etc).

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

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

44.0 STUDY HALL REGULATIONS

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

- Every student should be in his/her seat and talking should end when the bell rings.
- Students who remain in the study hall must have suitable study materials to occupy the entire period.
- The study halls are for quiet individual study. If a student wishes to consult another student regarding schoolwork, he/she may do so after receiving permission from the study hall teacher.

45.0 CHEATING

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

46.0 COMPUTER USE

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

46.1 Computer Lab Guidelines

Students are not permitted to: (1) Enter the computer lab without a teacher/staff member present; (2) Change any of the current Window operating system settings on the computer; (3) Access or use programs without the consent of the teacher/staff member; (4) Use floppy diskettes that have not been scanned for viruses by a staff member; (5) Leave their assigned workstation; (6) Print to the color printer; (7) Play games; (8) Send, receive, or check e-mail; (9) Download or install software or data files.

46.2 Authorization For Internet Access

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This authorization does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the authorization for Internet Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The student's signature on the consent and waiver form is legally binding and indicates the student who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions

1. Acceptable Use - Access to the District's Internet must be for the purpose of education or research and be consistent with the educational objectives of the district.
2. Privileges - The use of the District's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated this authorization and may deny, revoke, or suspend access at any time; his or her decision is final.
3. Network Etiquette - Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
    a. Be polite. Do not become abusive in your message to others.
    b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
    c. Be safe. Do not reveal the personal addresses or numbers of students or staff.
    d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or support of illegal activities may be reported to the authorities.
    e. Be considerate. Do not use the network in any way that would disrupt its use by other users.

   f. Consider all communications and information accessible via the network to be private property.
4. Unacceptable Use - You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:
   a. Using the network for any illegal downloading of software, regardless of whether it is copyrighted or devirused
   b. Downloading copyrighted material for other than personal use
   c. Using the network for private financial or commercial gain
   d. Gaining unauthorized access to resources or entities
   e. Invading the privacy of individuals
   f. Using another user's account or password without written permission
   g. Posting material authored or created by another without his/her consent
   h. Posting anonymous message
   i. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material
   j. Using the network while access privileges are suspended/revoked
5. No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or services interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet and information obtained through its services is at your own risk.
6. Indemnification - The user agrees to indemnify the school district for any losses, costs, or damages, including reasonable attorney fees, incurred by the district relating to arising out of any breach of this authorization.
7. Security - Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to login to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
9. Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long distance charges, per - minute surcharges, and/or equipment or line costs.

47.0 EMERGENCIES

If a cause for closing occurs before the opening of school in the morning, parents and teachers will be informed about the closing between 6:00 a.m. and 8:30 a.m. through the following stations:

WSPY-FM-107 WGN-TV Channel 9

On inclement weather days, the school district encourages parents to check for up-to-date information on school closings by listening to the radio or watching television for closing information. Sandwich CUSD #430 closing information can be heard on WSPY-FM 107.1 and/or on WGN-9 television station. Parents may also go to www.emergencyclosings.com for school closing information and can sign up for e-mail of notification of school closing through this site.

48.0 TELEPHONE

In case of an EXTREME emergency the student may use an office phone with the permission of an administrator.

TELEPHONES MESSAGES - Students will be called to the office between classes to receive telephone messages.

49.0 VISITORS

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

50.0 CHAPERONES/VOLUNTEERS

In an effort to continue to maintain a safe environment, Sandwich CUSD #430 may request that a chaperone and/or volunteer agree to a criminal background check. Should you have questions regarding this procedure, please contact your building principal.

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

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

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

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

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

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

55.0 SKATEBOARDS/ROLLERBLADES/SKATES
Skateboards, roller-blades, and skates are prohibited on school grounds unless it pertains to a school lesson.

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

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

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

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

60.0 SEXUAL HARASSMENT
Sexual harassment of students is prohibited. Sexual harassment is defined as follows:

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

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

1. substantially interfering with a student's educational environment;
2. creating an intimidating, hostile, or offensive educational environment;
3. depriving a student of educational aid, benefits, services, or treatment;
4. making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

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

SEXUAL HARASSMENT PROCEDURES

Sexual harassment will be considered a Level IV Act of Misconduct in the Behavioral Management Plan.

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

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

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

61.0 BULLYING

Aggressive behavior, including bullying of a student by another student or group of students is prohibited. As used herein, the terms "aggressive behavior" and "bullying" mean:

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent ability to do so
2. Any intentional display of force that would give the victim reason to fear or expect bodily harm
3. Repeated and systematic harassment and/or attacks on others including, but not limited to mean:
    a. Physical violence
    b. Verbal taunts or name-calling (including ethnic and gender-based putdowns).

Students and parents shall be notified of the prohibition against such conduct and the penalties for violating the prohibition by:

1. Including the prohibition in publications for students
2. Posting such information at each individual school
3. Including such information in student handbooks

Any student who has been found to have committed aggressive behavior or bullying shall be required, in addition to any discipline imposed, to have a parent conference. Any student who has been found to have committed aggressive behavior or bullying on two or more occasions shall be subject to further discipline, which may include suspension or expulsion.

The Superintendent shall implement steps for early intervention, including staff responses and identifying factors to combat aggressive behavior or bullying, as shall be developed by the parent-teacher advisory committee.

62.0 NON-TEACHING PERSONNEL

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

63.0 SUBSTITUTE TEACHERS

Substitute teaching is a difficult job. Teaching can be accomplished and progress made only if there is student cooperation. Students are to show the proper respect for substitute teachers. Any student not showing the proper respect for or deliberately

harassing a substitute teacher will be considered a Level II act of misconduct. Profanity directed towards substitute teachers will not be tolerated.

64.0 PUBLIC DISPLAY OF AFFECTION

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

65.0 GANG INFORMATION

Gang related or unauthorized group activities will not be permitted at Sandwich School District. Participation in any unauthorized club or gang activity including but not limited to the display or possession of gang symbols or colors, soliciting others for membership, requesting the payment of dues, insurance, or other forms of protection from any individual or group, intimidating or threatening any individual, or inciting others to participate in any form of physical violence involving persons or property will result in disciplinary action. The wearing, displaying, drawing of gang identifiers is prohibited. These gang identifiers include but are not limited to the following: playboy insignias, 5 or 6 pointed stars, 3 or 5 pointed crowns, arrows, pitchforks, gloves or any other attire, item or symbol the principal or the Sandwich Police Department has designated as a gang identifier, whether or not it had been previously been so designated in this or any other statement or policy. A list of such identifiers will be maintained in the school office. The Sandwich School District maintains and practices a strict policy for any students involved in gang related or unauthorized group activities.

No student shall engage in any gang activity, including, but not limited to:

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

66.0 WEAPONS, CRIMINAL ACT

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

A student who uses, solicits, possesses, controls, purchases, transacts business, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon, may be expelled for up to two calendar years. In the event such weapon is (1) any gun, rifle, shotgun, a weapon that is defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs, or (3) "look-alikes" or any weapon as defined above, then such expulsion shall be for at least one calendar year, but no more than two calendar years. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen is considered to be a weapon if used or attempted to be used to cause bodily harm. The Superintendent may modify the mandatory expulsion period, and the Board may modify the Superintendent's determination, on a case by case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theater, cooking, ROTC, martial arts, and similar programs, whether or not school –sponsored, provided the item is not equipped, nor intended, to do bodily harm.

67.0 ELECTRONIC COMMUNICATION DEVICES

The possession and use of cell phones and other electronic devices, including paging devices, two-way radios, and text messaging devices are subject to the following rules:

- They must be kept in an inconspicuous location.
- They must be turned to silent or vibrate during the regular school day unless the principal or his designee grants permission for them to be used or if needed during an emergency.
- They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
- Students can be asked to hand over cell phones or other electronic device upon demand if seen or heard by staff members. Failure to comply will be considered gross misconduct.

Electronic study aids may be used during the school day if:

- Use of the device is provided in the students IEP, or
- Permission is received from the student's teacher.

Examples of electronic devices that are used as study aids may include but are not limited to; tape recorders, palm pilots, and laptop computers.

Examples of electronic devices that are not used as study guides include but are not limited to; hand-held electronic games (e.g., Games Boys), CD players, MP3 players, AM/FM radios, and cellular phones.

The school district is NOT responsible for the loss or theft of any electronic device brought to school.
LASER AND LIGHT PENS ARE STRICTLY PROHIBITED.

CONSEQUENCES for a student found in violation of this policy are:

1st offense:	3-Hour Detention
2nd offense	(3) 3-Hour Detentions; confiscation and turn it over to the parents
3rd offense	5 day out of school suspension, confiscation and turn it over to the parents.

68.0 ALCOHOL, DRUGS, AND LOOK-ALIKE DRUGS

It is illegal in Illinois for anyone under the age of 21 to be in possession of alcohol. It is illegal for anyone to possess, sell, manufacture, or use drugs or look alike drugs. Violations of these laws will be referred to the proper law enforcement authorities. No student shall possess, use, transmit, purchase, transact business, conspire to transmit, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or any beverage or fortified wine or other intoxicating liquor, or possess, use, or transmit or be under the influence of any other chemicals or products with the intention of bringing about a state of exhilaration or euphoria or of otherwise altering the students mood or behavior. This policy includes but is not limited to; alcohol, alcohol look alikes (i.e. Sharps, O'Douals), drug paraphernalia, look-alike drugs and/or drugs. Students who violate this policy on school grounds or during school sponsored activities (home or away) will be suspended and/or expelled from school.

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

69.0 HEALTH MATTERS

Illness and Injury

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

Medication

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours, they must request that the school dispense the medication to their child/ward and otherwise follow the District's procedures on dispensing medication.

Unless otherwise authorized by the school nurse, no School District employee shall administer to any student, or supervise a student's self-administration of any prescription or nonprescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures. A student may possess medication for immediate use i.e. Asthma/epi pen, at the student's discretion, as prescribed by their physician, provided the student's parent(s)/guardian(s) have completed and signed a "Self Administration School Medication Authorization Form." The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self administration of medication or the medication's storage by school personnel. Parent(s)/guardian(s) must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of medication or the storage of the medication by school personnel.

- Nothing in this policy shall prohibit any school employee from providing emergency assistance to students including administering medication.

- Medication shall be brought in a current pharmacy container clearly marked with the student's name, prescription number, medication name/dosage, date, administration route, refills remaining, physician's name and pharmacy address

and phone number. Over-the-counter medication must be in the original container with the ingredients listed and be in the container with the child's name affixed. Parents must submit written notification of dosage, time medication is administered at home and school, and date medication is to be discontinued.

- The parent must report immediately any changes in prescription or dosage, and new permission forms must be obtained for each change.

- The student and/or parents are responsible for claiming any unused medication at the end of the school year. Any medication not picked up on or before the last day of school will be destroyed.

- Additional information regarding medication and school health services is available through the school nurse.

70.0 SMOKING, POSSESSION, AND USE OF TOBACCO

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

1. 1st offense - 1 3-hour detention.
2. 2nd offense 3 Saturday detentions.
3. 3rd offense 5 Saturday detentions.

71.0 DISCIPLINARY PROCEDURES

The discipline plan utilized at Sandwich High School is based on the Assertive Discipline model developed by Lee Canter, one of the nation's leading experts in behavior management. It has been used effectively by schools throughout the United States for more than ten years.

Assertive Discipline is based on a very simple, sensible premise – that by setting uniform standards of behavior for all students in all areas of the school, there will never be a question as how students are to behave. Assertive Discipline involves determining rewards and consequences for students who do or do not follow the rules. We therefore teach our students responsibility for their own behavior. They are given a clear choice – follow the rules and enjoy the rewards, or break the rules and receive the consequences.

Each teacher has developed his or her own Assertive Discipline Plan that is always in effect within the classroom. In addition, specific rules are established for the cafeteria and hallways. Again, there will be rewards for those students who choose to observe the rules and consequences for those who do not. If you are notified that your child has misbehaved in the classroom or anywhere in the school, we expect that you will back us up at home and provide meaningful consequences for your child. It is important that our children know that both the home and the school are working together to influence their behavior.

Our goal is to create an ideal learning atmosphere for your child. We want a safe, orderly school in which your children can receive the type of education they deserve.

72.0 DETENTIONS

Detentions will be assigned for minor rule infractions, such as disturbances in the hallways, cafeteria, or study halls. Certain forms of insubordination, tardies, and failure to remain in assigned areas will also result in detention.

- Detentions will be held every Tuesday, Wednesday, and Thursday from 3:00-3:45. Morning detentions will be held from 7:00-7:45 on Wednesday.
- Detentions must be served within one day of issue. One day's notice will be given.
- Students who fail to serve detentions will be issued another detention. Failure to serve the second detention will result in a 3-hour detention.
- No talking or sleeping will be allowed in the detention area. Students are to bring study material and arrive promptly at 3:00 PM. Students will not be allowed to enter detention after 3:00 PM. Students missing detention after 3:00 PM must serve their original detention as well as an additional detention. If students are serving detentions they are not allowed to leave the building without permission until 3:45.
- Students are responsible for serving multiple detentions.
- Upon receipt of 3rd incident of detention for tardy/late to school, the student will be eligible for a 3-Hour detention.
- For every fifth detention received other than for late or tardies, the student will be eligible for a Saturday detention and for each succeeding 5th incident of detention during the school year. Students who have accumulated multiple detentions may have their driving privileges on school property suspended.

73.0 3-HOUR DETENTION AND SATURDAY DETENTION

<u>3-hour Detention</u> is a three-hour period after school (3-6 p.m.) during which students are isolated from their regular activities and

required to pursue completion of academic assignments under the supervision of a faculty member and under "quiet room" conditions. Students are prohibited from attending and/or participating in any school-sponsored extra-curricular activities on the day of 3-hour Detention(s). Students assigned 3-hour detention are not allowed to leave the building until 6:00 p.m.

Saturday Detention (Saturday School) is a five-hour period, 8 a.m. to 1 p.m., during which students are isolated from their regular activities and required to pursue academics under the supervision of a certified staff member and under "quiet room" conditions. Saturday Detention students are prohibited from attending and/or participating in any school-sponsored extra-curricular activities on the day of their detention(s). If a Saturday detention is skipped, students will be suspended and also they must serve the original Saturday Detention.

74.0 IN SCHOOL STUDY ROOM (ISSR)

In School Study Room (ISSR) is a full school day in which students are isolated from their regular class schedule and are encouraged to complete their regular classroom assignments, make-up work, tests and extra credit work for credit under "quiet room" conditions. Since ISSR is an official suspension from the regular classroom, the rules and regulations of suspensions apply. ISSR students are prohibited from attending and/or participating in any school sponsored extra-curricular activities on the day of their suspension(s). It is the student's responsibility to collect and return all completed work to the appropriate teacher on time for credit.

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

75.0 SUSPENSION AND EXPULSION OF STUDENTS

Suspension is the temporary removal from classes not to exceed ten days per incident. Expulsion is denial of attendance of more than ten (10) days and up to two (2) calendar years.

No student may enroll as a student in the District who has been suspended or expelled, for any reason, from any public or private school in this or any other state, until the entire term of such suspension or expulsion has been completed; provided, however, that the Superintendent may, after due consideration of the circumstances, allow enrollment in an alternative school program established under Article 13A of the School Code, if available, for the remainder of the suspension or expulsion.

For out-of-school suspensions, students and/or parents/legal guardians are encouraged to pick-up work. This work will be due upon the student's return to school. If a teacher is unable to give all homework in advance, then the student will be given an extra day for each day missed, to complete the assignment. Tests and quizzes shall be given upon the student's return to school.

Suspension: The Illinois School Code (10.22.6) authorizes the Superintendent of the district, the Principal, the Assistant Principal, and the Dean of Students of any school to suspend pupils guilty of gross disobedience or misconduct for up to ten (10) school days. Suspension shall be reported to the parents or guardian of such pupil along with a full written statement of the reasons for such suspension and a notice of the parent's right to review (certified mail).

All students have the right to be given oral or written notice of the charges against him/her before being suspended from school. This oral or written notice will be given by the school authorities prior to suspending the student, and he/she will have an opportunity to present his/her side of the story. Suspension from school will not be longer than ten days per infraction.

All students have the right to due process of law when faced with possible suspension from school. This means that suspension must be a reasonable form of punishment for the rule or regulation violated.

Should a student request a hearing regarding a suspension, the hearing process will be fact-finding. The school and the student are given the opportunity to present the facts, as they know them to the hearing officer. The hearing process is an opportunity to assure that the student has received due process.

Upon request of the parents or guardian, the school board or a hearing officer shall review such action of the Superintendent, the Principal, the Assistant Principal or Dean of Students. At the hearing, the parents or guardian of the pupil may appear and discuss the suspension with the board or its hearing officer. If a hearing officer is utilized, the hearing officer shall report to the board a written summary of the evidence heard at the meeting. After the hearing, or upon receipt of the written report of its hearing officer, the board may take such action as it finds appropriate. Hearing requests must be made in writing within ten (10) school days from the day the student was suspended. Contact the superintendent's office for details relating to the district hearing officer. A request for a review hearing does not stay the suspension.

Expulsion: All students have the right to due process of law when faced with possible expulsion from school. This means that expulsion must be a reasonable form of punishment for the rule or regulation violated.

Expulsion shall take place only after the parents have been requested to appear at a meeting of the Board of Education, or with a hearing officer, to discuss their child's behavior. Such request shall be made by registered mail and shall state the time, place and purpose of the meeting. The Board at such meeting shall state the reasons for dismissal and the date of which the expulsion is to remain effective. The Board may, at such meeting, take such action thereon as it finds appropriate.

When expulsion is contemplated, the student and his/her parents will receive timely and adequate notice of the charges. They will have a reasonable opportunity to prepare for and meet them. An orderly hearing by the hearing officer, or Board of Education, (in keeping with the subject matter) will be held, and the student will have the opportunity of representation by counsel (at the student's expense), the right to call and examine witnesses, and the right to cross examine opposing witnesses. A transcript of the proceedings will be made by the hearing officer, or Board of Education, and the student will be furnished with a copy upon request. The school board, after a review of the hearing, will decide whether or not to expel the student. The expulsion from an Illinois public school can be up to two (2) calendar years.

76.0 REPEATED SUSPENSION

Any student who has been suspended on three occasions within any school year may be brought before the board of education for an expulsion hearing.

77.0 HEARING INFORMATION - TITLE IX

Sandwich High School and School District #430 are equal opportunity employers and abide by the regulation of Title IX of the Educational Amendments.
This amendment prohibits discrimination by sex in educational programs, athletics, and hiring practice.

If there are questions or complaints regarding this federal law, they should be directed to the high school office, 786-2157, 515 E. Lions Road, Sandwich, Illinois 60548. This procedure is not intended to limit the option of the district and a grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place, which will afford a fair and equitable opportunity for all persons.

The grievance procedure is not required if the grievant(s) prefers other alternatives such as the Office of Civil Rights (OCR) or the courts. Due process shall exist throughout the procedure with the right to: (1) representation; (2) present witnesses and evidence; (3) confidentiality; (4) review relevant records; and (5) proceed without harassment and/or retaliation. More detailed information is available in the offices of: superintendent and building principal. Time limits refer to days when school is in session.
Step I The student(s) and/or parent(s) should discuss the matter with the person(s) directly responsible for the grievance issue within fourteen (14) days of the time when a reasonable alert person should have been aware of the event giving rise to a grievance. An oral response must be made within five (5) days.
Step II If the problem is not resolved; the grievance should be referred informally to the principal. A meeting must be held within five (5) days from notification of referral and an oral response made within five (5) days.
Step III If the grievance is still not resolved, it should be submitted in writing within ten (10) days to the hearing officer. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be documented. Extra time, if needed, can be mutually agreed upon. A meeting must be held between the grievant and district representative within ten (10) days and a written response made within five (5) days.
Step IV If a satisfactory solution is not reached, the grievant(s) may appeal the issue in writing to the office of the superintendent or designee within ten (10) days from the receipt of the response on Step III. A meeting between parties will be held within ten (10) days and a written response made within five (5) days. A complete record of this meeting shall be kept and signed by both parties for possible future reference.
Step V If the issue is not satisfactorily resolved on Step IV, the grievant(s) may appeal the grievance in writing to the School Board within five (5) days from the receipt of the written response. The Board shall consider the appeal within sixty (60) days- and a written response shall be given within five (5) days.

78.0 CORPORAL PUNISHMENT

There shall be no corporal punishment of students in Sandwich High School. Corporal punishment is defined as inflicting physical pain or restraints upon a student in order to punish him/her for misconduct.

79.0 NOTIFICATION TO PARENTS OF FAMILY PRIVACY RIGHTS

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

80.0 BEHAVIORAL MANAGEMENT PLAN

The policies and regulations contained in this handbook are in effect for all school-related activities, either at home or away. A list of examples may include but are not limited to: dances, field trips, concerts or athletic events.
The Behavioral Management Plan of Sandwich High School is designed to define and clarify the behavioral expectations of our

students. The plan also outlines the structure and procedures to be followed by the staff and administration in cases where these expectations are not met. With mutual cooperation between students, staff, and administration this plan can assist in making Sandwich High School an environment where each student has the opportunity to earn a quality education. The Assertive Discipline Plan is utilized by District #430. Individual teacher management plans are available for viewing from the building principal. Students who exhibit chronic misbehavior will be required to have a meeting with: student, parent(s), counselor, and administration. Should the student's misbehavior not change, the student and parent(s) will be required to meet with the administration, and school board in order to fully understand appropriate behavior in school.

DISCIPLINARY CYCLE MODEL

ACT OF MISCONDUCT
.
LEVEL I (Minor Offenses)
STAFF INTERVENTION
.
LEVEL II (Major Offenses)
ADMINISTRATIVE INTERVENTION
.
LEVEL III (Serious Offenses)
ADMINISTRATIVE/POSSIBLE LAW ENFORCEMENT INTERVENTION
.
LEVEL IV (Very Serious Offenses)
ADMINISTRATIVE/LAW ENFORCEMENT INTERVENTION LIKELY

LEVEL I - MINOR OFFENSES
Level I Acts of Misconduct are minor misbehaviors, which impede the orderly operation of the classroom, halls, lunchroom, bus and other general areas of the school. Such misbehaviors should be handled by a staff member on the spot. Level I misbehaviors may include but are not limited to the following:

- Inappropriate behavior
- Dishonesty
- Failure to carry out directions
- Tardiness
- Littering
- Inappropriate dress (determined by the administration)
- Public display of affection
- Failure to display a valid parking sticker
- In hallways without permission
- Failure to return progress report with proper signatures
- Bullying
- Cheating

DISCIPLINARY PROCEDURES
There is immediate intervention by the staff member who is supervising the student or who observes the misbehavior.

DISCIPLINARY OPTIONS
Level I Disciplinary options may include but are not limited to (in no specific order):

- Verbal reprimand
- Conference with Student
- Withdrawal of privileges
- Counseling
- Communication with parents (letter, phone, or in person)
- Detention
- 3-hour detention
- Saturday school detention
- In-School Study Room

LEVEL II - MAJOR OFFENSES
Level II involves misbehaviors whose frequency or seriousness tends to disrupt the learning climate of the school. Those infractions, which result from the continuation of Level I misbehavior, require the intervention of personnel on the administrative level because the execution of Level I disciplinary options has failed to correct the situation. Included in this level are misbehaviors which may not represent a direct threat to the health and safety of others, but whose educational consequences are

serious enough to require corrective action on the part of administrative personnel. Level II misbehaviors may include but are not limited to the following:

- Continuation of unmodified Level I Acts of Misconduct
- Possession or use of tobacco (smoking materials) on school property (1st offense - automatic 1 3-Hour Detention) - See 70.0.
- Truancy
- Forgery (the use of forged notes or falsified phone calls)
- Gross disrespect/insubordination/misconduct
- Misrepresentation
- Loitering
- Gambling
- Bus misconduct
- Verbal abuse
- Cutting class (es)
- Stealing (minor acts)
- Fighting (intimidation)
- Unauthorized or reckless driving
- Presence in an unauthorized area
- Removal from class
- Refusal to identify oneself
- Bullying – See 61.0

DISCIPLINARY RESPONSE
The student is referred to the administration for appropriate disciplinary action. The administrator meets with the student and/or teacher and indicates the most appropriate response. A proper and accurate record of the offense and disciplinary action is maintained by the administrator.

DISCIPLINARY OPTIONS
Level II Disciplinary options may include but are not limited to (in no specific order):

- Conference with student
- Withdrawal of privileges
- Completion of a Behavior Plan/Contract
- Parent conference (by phone or in person)
- Referral to an outside agency or school district support services
- Detention(s)
- Suspension of bus privileges
- 3-hour detention
- Saturday Detention
- In-School Study Room
- Out of school suspension

LEVEL III - ACTS OF MISCONDUCT
Level III involves acts directed against persons or property but whose consequences may or may not seriously endanger the health and safety of others in the school. Level III Acts of Misconduct can usually be handled by the disciplinary mechanism in the school. The corrective measures, which the school district uses, will be determined by the extent of the resources available for remediation of the situation in the best interest of all the students. These acts include but are not limited to the following:

- Continuation of unmodified Level II Acts of Misconduct
- Possession or use of tobacco (smoking materials) on school property.
- Possession of or under the influence of alcohol or a controlled substance on school property
- Possession of look alike drugs, drug paraphernalia or a controlled substance.
- Vandalism
- Extortion
- Trespassing
- Computer tampering
- Gross misconduct/insubordination/disrespect
- Bullying

DISCIPLINARY RESPONSE
The student is referred to the administrator for appropriate disciplinary action. A disciplinary referral will be completed as soon as possible. The administrator initiates disciplinary action by investigating the infraction and conferring with the staff, the student, and the student's parents about the misconduct and subsequent disciplinary actions to be taken. A proper and accurate record of the offenses and disciplinary actions is maintained by the administrator.

DISCIPLINARY OPTIONS
Level III Disciplinary Options may include but are not limited to (in no specific order):

- 3-Hour Detention
- Saturday Detention
- In-School Study room
- Completion of a Behavior Contract
- Suspension of Bus Privileges
- Referral to outside agency or school support services
- Financial Restitution (in cases where damage or loss is incurred)
- Out of School Suspension
- Referral to appropriate law enforcement agency
- Alternative Programs
    - Program for disruptive youth
    - Home-bound instruction
    - Other appropriate alternatives

- Expulsion

LEVEL IV ACTS OF MISCONDUCT
Level IV Acts involves actions, which are so serious that they always require administrative action, which result in at least temporary removal of the student from the school. Level IV Acts of Misconduct usually, but not always, involve the intervention of law enforcement authorities and actions by the Board of Education. Level IV acts of misconduct may include but are not limited to:

- Continuation of unmodified Level III Acts of Misconduct
- Furnishing or selling controlled substances (drugs or look alike drugs)
- Soliciting, purchasing, transacting business or in possession of a weapon
- Bomb threats
- Intimidate, harassment, threat to others
- Arson
- Setting false alarms (i.e. dialing 911, fire alarm)
- Stealing (major)
- Possession or sale of stolen property
- Computer tampering
- Gang involvement
- Gross misconduct/insubordination/disrespect
- Hazing
- Other acts of misconduct, which are seriously disruptive and/or create a safety hazard to students, staff, and/or school property.
- Bullying

DISCIPLINARY RESPONSE
The administrator verifies the offense and confers with staff member(s) involved and meets with the student. The student will be removed from the classroom environment immediately. After parental notification, the student will be removed from the school environment. School officials contact law enforcement officials, if and when appropriate. A complete and accurate report is submitted to the Superintendent and Hearing Officer.

DISCIPLINARY OPTION
Level IV Disciplinary options may include but are not limited to (in no specific order):

- 3-Hour Detention
- Saturday Detention
- In-School Study Room
- Out of School Suspension
- Alternative Programs
    - program for disruptive youth

    - home-bound instruction
- Expulsion

81.0 TRANSPORTATION DEPARTMENT-BUS RULES:
Parents and Guardians:
Please discuss these bus rules and procedures with your child. Your child should appreciate the important part he/she plays in accomplishing a SAFE and EFFICIENT bus ride.

Your child should understand that riding a school bus is a privilege requiring appropriate, safe, respectful behavior. Unruly conduct on the bus is a very real risk to the safe operation of a school bus.

Your cooperation in communicating this very important message is most appreciated.

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

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

The Board of Education has approved the procedure of allowing students to be dropped off anywhere on their assigned route where their assigned bus may stop, however, changing buses for any reason will not be permitted.
While the transportation department has been instructed to continue busing eligible students from home to school and back home again, no longer will non-eligible sibling(s) receive transportation(I.E. where one family member attends Sandwich Middle School and is eligible, and their sibling attends Woodbury and is not eligible based on their home, the student attending the middle school qualifies and the student attending Woodbury does not).
No student will be permitted to ride a bus that is not his or her designated a.m./p.m. bus. Parents must make arrangements to transport friends.
***NO EXCEPTIONS.

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

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

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

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

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

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

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

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

Items Not Allowed on the Bus

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

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

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

Student Discipline:

The district has adopted a progressive discipline policy, which emphasizes logical consequences for inappropriate behavior. The written tool for this is the "Bus Conduct Report."

Use of Video Cameras

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

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

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

Disciplinary Procedures

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

Level I Regulations

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

- Students are expected to help keep buses clean.
- Students are required to remain properly seated as a safety precaution. This means facing forward with backs against the seat.
- Standing while the bus is moving is not permitted.
- The aisle and emergency exits must be kept clear of any objects that would hinder their use.
- There is to be no noise when the bus stops at a railroad crossing.
- Nothing is to be thrown on the bus.
- As a reminder, we cannot accommodate requests for students to ride home on different buses to a baby-sitter or relative. Due to increased enrollments, many buses are at capacity and granting such requests presents the possibility of overloading.
- Students are expected to comply with the bus driver's authority. Boarding, exiting, changing seats, standing or walking inside the bus should be done only with permission from the driver.
- Students are to occupy assigned seats when the driver feels such action is necessary.

Level II Regulations

- Students will be held accountable for their behavior to and from the bus stop, at the bus stop, on the bus and on the way home from the bus stop. Any fighting, harassment, injury or property damage will be reported.
- Possession or use of tobacco, alcohol or a controlled substance on the bus or at a bus stop is not only a violation of bus regulations, but the school code as well.
- Students who damage or vandalize a school bus will not only face consequences, but also will be obligated to pay for damages before being allowed to resume riding.
- Students using/displaying obscene or unacceptable language, gestures, remarks or signs will be subject to disciplinary action.

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

***Students who receive three written notices for Level I bus misbehavior are automatically subject to loss of riding privileges. A single violation of Level II regulations could result in the loss of riding privileges.**

82.0 Athletic / Extracurricular Code of Conduct

Participation in athletic and extracurricular activities at Sandwich CUSD 430 is a privilege and not a right. Therefore, all students who participate in athletic and extracurricular activities require compliance with this Code of Conduct. By the district permitting participation in an athletic and extracurricular activity by the student, both the student and the student's parent agree and promise that the student will abide by all the requirements of this Code of Conduct with the understanding, that any violation of the Code of Conduct will receive the discipline or reason as provided below.

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

Any use, possession, or transportation of alcohol, tobacco, or illegal drugs (including steroids, stimulants, etc.) is prohibited. Candidates for athletic teams are expected to adhere to these conditions at all times, including during the season, after the season, and during summer vacation. When alcohol or drugs in any form are present at student parties, it is recommended that students involved in athletics leave the party immediately because a participant will be held responsible for the actions of any group or individual whom they are with at the time of the infraction. The desire for athletic excellence, good health habits, and personal pride should motivate our athletes to conform to the above requirements.

Not only are training rules important, but so is the need to teach and learn values, work ethics, and good citizenship skills. Therefore, any behavior, whether violent or nonviolent, that reflects adversely on the team or school may receive discipline by the coach, athletic director, athletic committee, and/or school administration. Discipline may vary depending on the situation. For example, discipline may consist of extra work or suspension from contests, or the student may be dropped from the squad. In addition to these general guidelines, there may be more specific rules concerning conduct, missed practices, etc. provided by each coach. Since it is impossible to write a rule and regulation for all behavior situations, the above is meant to inform the student and his or her parents what he or she is expected to be, a model of good citizenship.

When a student is absent from class for illness or without permission of the school administrator he or she will not be allowed to participate in any school activity held after school on the evening of the day in which the absence occurred. The student must be in attendance for at least four complete class periods in order to participate in student activities.

To be eligible for interscholastic competition, a student must achieve passing grades. The student must be enrolled in and passing at least four classes, excluding physical education, drivers education, resource, and fitness and conditioning.

A student must have a sports physical before competing on a school team. The student will not be allowed to practice until the physical has been completed and turned in.

In school study room, 3-hour detention, and Saturday detention (severe consequences): Members of an IHSA team or organization, or extracurricular activity under detention, severe consequence must under the direct supervision of their coach or sponsor, participate in practices. They must also adhere to the sponsors or coaches own set consequences. A student who is suspended from school will not be able to attend, travel to or participate in an IHSA school sponsored activity.

The following disciplinary procedures are in effect for a student's entire four-year career. During the suspension from athletic competition, the student must attend practice with a positive attitude or he/she will be dismissed from the team at the head coach's discretion and he/she completes the requirement. If a violation occurs during the summer the student will be suspended from the next sport season in which he/she participates. A student who commits a violation during the school year when he/she is not participating in a sport will have his/her suspension assigned to the next sport season that the student competes in. A student who fails to complete the sport season will have the suspension carried over to the next sport season that the student competes in. The number of contest will be determined by the season the student is in. Students who have suspensions that will carry over to the next sport season will have their length of suspension adjusted according to the number of contests in the next sport season. If an athlete is suspended and does not complete the season, the suspension will carry over to the next participating season.

FIRST OFFENSE:

When, a student is found to have committed an infraction for the first time by the athletic director, he/she will be suspended from competition. Along with the suspension, the student will take part in the high school counseling program. The parent will be notified of the rule violation.

I.H.S.A. Events	Sport	Alcohol, Drugs, Drugs Paraphernalia, Tobacco use,Possession, and Tobacco Paraphernalia Violations
15	Cross Country	5 dates
9	Football	3 dates
9	FB Cheerleading	3 dates
5	FB Poms	2 dates
16	Golf	5 dates
19	Volleyball	6 dates
19	Basketball	6 dates
19	BBB Cheerleading	6 dates
10	BBB Poms	3 dates
18	Wrestling	6 dates

18	Wr. Cheerleading	6 dates
35	Baseball	12 dates
35	Softball	12 dates
18	Track	6 dates

For all violations the number of dates has been determined by taking a 1/3 of the maximum number of dates allowed by the I.H.S.A. team events for each sport. Varsity level events will determine the number of contest for a student.

SECOND OFFENSE:

When a participant is found to have committed an infraction for a second time, he/she will be suspended from contests/competition, pending a disciplinary decision by the athletic committee. The athletic committee shall consist of three out of season coaches, the athletic director, and the building principal. The parent will be notified of the rule violation and will be requested to attend an athletic committee meeting related to their student. The committee will meet at the earliest opportunity, but no later than ten school days from the notification to consider the status of the student and render a decision. The following process will be observed for both in and out of season violations.

1. The athletic committee verifies that the participant has been aware of the rules of the sport.
2. Upon notice to the administration, either verbal or written, of an alleged violation of the rules, the student will be informed by the athletic director of the nature of the offense and will be suspended from competition. The athletic director will notify the student to appear at a meeting of the athletic committee. Parents will be notified of the rule violation and will be requested to appear at the meeting. If the violation occurs out of season, the participant will be informed by the administration and the same procedure will be followed.
3. The committee shall meet after the athletic director has presented a request. The student shall be afforded the right of due process. The athletic committee shall weigh the evidence that is presented and after considering the best interests of the student and the school, will make a decision on the disposition of the student's case. The committee will decide between one of the following:
   - Dismiss the charge
   - Suspend the student for 2/3 of the IHSA events
   - The student will be placed on probation for a specific period of time (for example 30 calendar days)
   - The student will be dropped from the sport or activity for the remainder of the season
   - The student will be suspended or dropped from participation in

student activities for the remainder of his/her time in high school

4. The decision of the committee will be communicated in writing to the parent of the student.

I.H.S.A Events	Sport	Alcohol, Drugs,Drug Paraphernalia, Tobacco use,Possession, and Tobacco Paraphernalia Violations
15	Cross Country	10 dates
9	Football	6 dates
9	FB Cheerleading	6 dates
5	FB Poms	3 dates
16	Golf	11 dates
19	Volleyball	13 dates
19	Basketball	13 dates
19	BBB Cheerleading	13 dates
10	BBB Poms	7 dates
18	Wrestling	12 dates
18	Wr. Cheerleading	12 dates
35	Baseball	23 dates
35	Softball	23 dates
18	Track	12 dates

For all violations the number of dates has been determined by taking a 2/3 of the maximum number of contests allowed by the I.H.S.A. team events for each sport. Varsity level events will determine the number of contest for a student.

THIRD OFFENSE: Done (3 Strikes)

When a student has received his or her third offense, the student will be suspended from competition, and the athletic committee will meet to decide the fate of the student. The decision of the committee will be communicated in writing to the parent of the student.

COMMUNICATION GUIDELINES FOR POSITIVE PARENT/COACH RELATIONSHIP:

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

From Coach:

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

From Parents:

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

Appropriate concerns to discuss with coach:

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

Procedure to discuss a concern with a coach:

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

Concerns not appropriate to discuss with the coaches:

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

There are situations that may require a conference between the coach, athlete, and parent. These are to be encouraged. It is important that both parties have a clear understanding of the other's position. When these conferences are

necessary, the procedure below should be followed to help promote a resolution of the issue or concern.

Complaints related to Student Activities

- The student should discuss the problem with the sponsor or coach at a pre-arranged meeting. The sponsor or coach should communicate with their supervisor.
- Should the student be dissatisfied with the decision, parental involvement will more than likely take place. The parents should be instructed to speak to the sponsor or coach.

"Continued Communication"

- Should the parents and student be dissatisfied with the decision, they should be directed to the Athletic Director.
- In some cases the Principal may be the next step.

"Continued Communication"

- Should the situation still not be resolved, the meeting should move to the Building Administrator, Principal.
- The next step would be an appeal to the Superintendent.
- The final appeal would be to the Board of Education
- Court Appeal.

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

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

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

The Next Step:
What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

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

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

Pre-Season Sportsmanship Seminar

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

(For 2008-09School Term)
(Revised 4/29/05)
Key Provisions Regarding IHSA Rules
Eligibility Rules

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums. The principal of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal has questions or wishes assistance in answering your questions, the principal should contact the IHSA Office.

Information contained here highlights only the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at www.ihsa.org.

You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules, please contact your principal.

1. Attendance

A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.

B. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.

C. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility.

D. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended

Athletic Eligibility Rules—Page 2

absence must be reviewed by the Executive Director to determine if it is "lapse in

school connection" or not.

2. Scholastic Standing

A. You must pass twenty (20) credit hours of high school work per week. Generally, twenty (20) credit hours is the equivalent of four (4) .5 credit courses (two full credits).

B. You must have passed and received credit toward graduation for twenty (20) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

3. Residence

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian.

You may be eligible if you are entering high school as a freshman and:

A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian, or

B. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or

C. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or

D. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or

E. You attend the private/parochial high school which one or both of your parents attended; or

F. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

4. Transfer

A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. You cannot be eligible when you transfer until this form is fully executed and on file in the school office.

B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after classes have started for the school term, you will be ineligible for cross country that entire school term at the new school.

C. If you transfer attendance from one high school to another high school, you will be ineligible unless:

1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;

2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;

3. Your transfer is from a private/parochial school to your home public high school, you are entering a public high school for the first time, and the principals of both your former and the new school concur with your transfer;

4. Your transfer is from one private/parochial school to another private/parochial school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian, you are changing high schools for the first time, and the principals of both your former and the new school concur with your transfer;

5. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;

D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.

E. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.

F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive

Director.

G. In all other transfer situations, a ruling by

the IHSA Executive Director is necessary Illinois High School Association to determine your eligibility. This ruling must be obtained in writing by the principal of the school into which you transfer before you participate in an interscholastic athletic contest.

5. Age

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

6. Physical Examination

You must annually have placed on file with your principal a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practioner in order to practice or participate. Your physical examination each year is good for only one (1) year from the date of the exam. The physician's report must be on file with your high school principal.

7. Amateur Status

A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost.

B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed $20 fair market value. There is no limitation on the value of your school letter.

C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest.

D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

8. Recruiting of Athletes

A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.

B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.

C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.

D. You may not receive an "athletic scholarship" or any other special benefit from your school because you participate in athletics.

E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.

F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school.

Note: If you are interested in finding out more information about a school, contact the principal or an administrator at the school, not a member of the coaching staff.

9. School Team Sports Seasons

A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:

1. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws.

2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.

B. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

10. Playing in Non-School Competition

A. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.

B. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.

C If you wish to participate in a competition sponsored and conducted by the National Governing Body for the sport, your principal must request approval in writing from the IHSA Office prior to any such participation.

D. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a nonschool team in that same sport until you

cease being a member of your school's team. You cease being a member of your

school's team when the team(s) of which you are a member terminates for the school term.

E. You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.

11. All-Star Participation

A. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided:

1. the high school season in that sport has been completed.

You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.

B. You are not restricted from participating in all-star competition in sports other than football, basketball soccer or volleyball, except that you may not do so during the school season for the sport.

12. Coaching Schools

A. A coaching school, camp or clinic is defined as any program, sponsored by an organization or individual, which provides instruction in sports theory and/or skills; which does not culminate in competition, and which is attended by more than two (2) persons from the school which the student attends.

B. During the school term, you may not attend a coaching school or clinic for any interscholastic sport.

C. You may attend a coaching school, camp or clinic during the summer (that period between the close of school in the spring and the opening of school in the fall) within the following criteria:

1. You may not attend a coaching school, camp or clinic for any sport after Saturday of Week No. 4 in the IHSA Standardized Calendar (July 30, 2005).

D. You may take a priv ate lesson at any time provided no more than two students from your school are in the private lesson.

13. Misbehavior During Contests

A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.

B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.

The complete set of IHSA By-laws and Policies is available at www.ihsa.org.