2025 - 2026
Parent - Student Handbook

Sherrard Jr/Sr High School

Grades 7-12

C.U.S.D. #200

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This Handbook only reflects a current summary of District rules and policies and may be changed without notice. Board policies are available to the public at the District office and can be viewed online at www.sherrard.us. All school code provisions and board policies supercede this handbook.

WELCOME

Our Mission

At Sherrard High School, we will inspire students to think creatively and develop their own vision for the future, empower students with the skills to develop their own path to success and prepare students to navigate an ever-changing world.

Our Vision

Achieving personal success through continuous learning in an ever changing world.

The vision, hope, and enthusiasm of our students should be an essential goal of our school, as well as the community, the state, the nation, and the world. Our school and all of the personnel needed to operate it are dedicated to aiding our students to achieve this goal.

We believe it is our duty to aid our students in the development of their entire being such as the mental, physical, moral and social aspects of their life. In order to achieve this goal it is necessary for our students to acquire certain basic skills, which will aid them in the development of all of their being.

The respect our students show their fellow students, teachers, facilities, and themselves will allow them to take full advantage of the school and the programs, which it can offer them. There will be no discrimination in the administration of all of our school programs and policies on the basis of race, color, national origin, gender, or disability. Our students' future will be what they make it.

NONDISCRIMINATION/EQUAL OPPORTUNITY

EQUAL EDUCATIONAL OPPORTUNITIES

The District is committed to providing educational programs and services designed to meet all student's individual needs and abilities. Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, marital status, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into any agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities.

Any student may file a discrimination grievance by using the Uniform Grievance Procedure set forth in pages 5-8 below.

SEX EQUITY

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

Any student may file a sex equity complaint pursuant to the procedure set forth in Board Policy 2:260 . A student may appeal the Board's resolution of the complaint to the Regional Superintendent, and thereafter, to the State Superintendent of Education.

SEXUAL HARASSMENT

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or

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

The terms *intimidating, hostile,* and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Making a Complaint; Enforcement

Students are encouraged to report claims or incidences of harassing conduct based on a protected characteristic or other civil right, including sexual harassment, to the Building Principal, Nondiscrimination Coordinator, Complaint Manager, or any other District employee. For personal comfort, a student may choose to report a harassment claim to a person of the student's same sex. Any claim or allegation reported to any District employee that a student was a

victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal for appropriate action.

Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. A student or his/her parents or guardians may request that harassment be investigated under the Uniform Grievance Procedure set forth in pages 5-8 below.

The District's current Nondiscrimination Coordinator and Complaint Managers are the following individuals:

Nondiscrimination Coordinator	Complaint Manager
Dr. Carl Johnson 507 3rd Street, Sherrard, IL 612391 johnsonc@sherrard.us 309-593-4075	Alex Johnson 4701 176th Avenue, Sherrard, IL 61281 johnsona@sherrard.us 309-593-2175

The Board of Education has adopted policies concerning sexual harassment and sex equity. Copies of these policies are on file in each school and at the District Office. Any students or parents who allege sex discrimination or sexual harassment may file a complaint with the Superintendent or designee in accordance with the Uniform Grievance Procedure set forth below. A description of this procedure and copies of this policy may be obtained at the District Office.

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with Board policy 7:190, Student Discipline. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

FREE APPROPRIATE PUBLIC EDUCATION

The School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the *Individuals With Disabilities Education Act* (IDEA) and implementing provisions of the *School Code, Section 504 of the Rehabilitation Act of 1973*, and the *Americans With Disabilities Act*. The term *children with disabilities,* as used in this policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Ill. State Board of Education (ISBE) *Special Education* rules, that special education services are needed.

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

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

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

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

Students with individualized educational plans who have completed four years of high school may also be eligible to participate in commencement activities. See the “Diplomas/Commencement” section of this Handbook for additional details.

Inquiries regarding the identification, assessment, and placement of a student who may have a disability should be directed to the Special Education Director, Polly Dahlstrom, 309-593-4075. The school will provide, upon request by any person, written materials, and other information that indicates the specific policies, procedures, rules and regulations regarding the identification, evaluation or educational placement of children who are or may be disabled. Parents, staff, students, and communication members are encouraged to contact Special Education Director, Polly Dahlstrom, 309-593-4075 for any questions about the identification, assessment, and educational placement of special education services to eligible children–whether or not they are currently enrolled in the district.

If your child receives special education services and is also Medicaid eligible, the District can seek partial reimbursement from Medicaid for health services documented in your child’s Individualized Education Program (“IEP”). Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students. The reimbursement process requires written consent from the parent(s)/guardian(s) to allow the school district to provide Medicaid with your child’s name, birth date and Medicaid number. Federal law requires annual notification of our intent to pursue this reimbursement opportunity. Only data for Medicaid eligible students will be released. If you approve of the release of this information to Medicaid, do nothing. If you object to the release of this information to Medicaid, now or at any time in the future, please state your objection in writing and forward it to the school district. Regardless of your decision the district must continue to provide, at no cost to you, the services listed in your child’s IEP. The program has no impact on your child’s or your family’s current or future Medicaid benefits. Under federal law, your decision to participate in this program CANNOT: decrease lifetime coverage or any other public insurance benefit, result in the family paying for services that would otherwise be covered by Medicaid, increase your premiums or lead to discontinuation of benefits or insurance, or result in the loss of eligibility for home and community-based waivers. Your continued consent allows us to recover a portion of the costs associated with providing health services to your child.

RIGHT TO REASONABLE ACCESS

To ensure that a parent can participate fully and effectively with school personnel in the development of appropriate educational and related services for his or her child, the parent, an independent educational evaluator, or a qualified professional retained by or on behalf of a parent or child must be afforded reasonable access to educational facilities, personnel, classrooms, and buildings and to the child.

DISABILITY ACCOMMODATIONS

Any parent/guardian or student requiring accommodation to attend a school activity or function, including parent/teacher conferences, board meetings and school programs should contact the school office to make arrangements.

EQUAL ACCESS TO FACILITIES

The District provides equal access to hold meetings in its facilities by the Boy Scouts of America and other designated youth groups so long as the organization requests to hold meetings on District property pursuant to District policy.

UNIFORM GRIEVANCE PROCEDURE: BOARD POLICY 2:260

A student, parent/guardian, employee, or community member should notify the district complaint manager if he or she believes that the board of education, its employees, or agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Title VI of the Civil Rights Act of 1964, 42 U.S.C. §2000d *et seq.*
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e *et seq.*
6. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180/
12. Illinois Equal Pay Act of 2003 820 ILCS 112/
13. Provision of services to homeless students
14. Illinois Whistleblower act, 740 ILCS 174/
15. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff *et seq.*
16. Employee Credit Privacy Act, 820 ILCS 70/.

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

Deadlines

All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, *school business days* means days on which the District's main office is open.

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager shall process and review the complaint according to Board policy 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*, in addition to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this Board policy 2:260, *Uniform Grievance Procedure*.

Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The

complaint and identity of the Complainant will not be disclosed except: (1) as required by law or this policy, (2)as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this policy about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time.

The Superintendent will keep the Board informed of all complaints.

If a complaint contains allegations involving the Superintendent, the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

Within 10 school business days after receiving the Superintendent's decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board.

Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Superintendent, within 30 school business days after receiving the Complaint Manager's report, the Board shall mail its written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager.

This policy shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing a Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

The District's current Nondiscrimination Coordinator and Complaint Managers are as follows:

Nondiscrimination Coordinator	**Complaint Manager**
Dr. Carl Johnson 507 3rd Street, Sherrard, IL 612391 johnsonc@sherrard.us 309-593-4075	Tim Wernentin 4701 176th Avenue, Sherrard, IL 61281 wernentint@sherrard.us 309-593-2175

PARENT'S RIGHT TO KNOW

In accordance with the federal Every Student Succeeds Act ("ESSA") (20 U.S.C. §6312), the District provides every parent/guardian of a student in a Title I school of the right to request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers includes, at a minimum, the following:

1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. Whether the teacher is teaching in the field of discipline of his/her certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

The District also provides to such parent(s)/guardian(s) the achievement level and academic growth of the student, if applicable and available, on each state academic assessment.

If at any time your child has been taught for four or more consecutive weeks by a teacher who does not meet applicable state certification or licensure requirements at the grade level and subject area in which the teacher has been assigned, the school District will notify you.

If you have questions, please feel free to contact Dr. Carl Johnson, Superintendent at 309-593-4075.

THE RESPONSIBILITIES OF STUDENTS

Students, as citizens of the United States, are guaranteed certain individual rights and have corresponding individual responsibilities. Parents, teachers, and administrators have a responsibility and a duty 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.

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

GENERAL PROGRAMS & SERVICES
SHS GRADUATION REQUIREMENTS

Please refer to the Course Planning Guide for more information.

All students may take a maximum of eight credits per year with a graduation requirement of twenty-six credits for class of 2025 and beyond. Students must also meet the graduation requirements listed below.

Sherrard Graduation Requirements:

- 4 credits in English
- 3 credits in science
- 3 credits in Math (This must include 1 credit in Algebra and 1 credit in Geometry)
- 3 credits in Social Studies (This must include ½ credit of US History 1861-1920, 1 credit of U. S. History, and 1/2 credit of Government)
- 1/2 credit in Personal Finance
- 1/2 credit in Driver Education/Safety
- 1/2 credit in Health Education
- 1 credit per four quarters of school attendance in Physical Education with a maximum of 5 credits
- 1 credit earned in one of the following areas: Art, Foreign Language, Music, or Vocational Education
- 1 credit in Computer Technology

Students will also need to complete ten hours of community service as a graduation requirement.

Sherrard High School has adopted the following promotion policy:
In order to be promoted to the next grade level, students will need to earn the following minimum credits per year:

9th grade:	6.5 credits to be promoted to 10th grade
10th grade:	13 credits to be promoted to 11th grade
11th grade:	19.5 credits to be promoted to 12th grade

For successful completion of a student's high school program, the following items must be considered:

A. Students are required to successfully (choose from and) complete English I, II, III , or AP Language and Composition, or Technical English I (placement in these classes are determined by teacher and/or standardized test) and English IV, or Technical English II , or AP Literature and Composition or English 101/102 dual enrollment (placement in these classes are determined by teacher, counselor and/or standardized test). Technical English I or Technical English II will not meet admission requirements for 4-year college/universities, or NCAA Clearinghouse requirements.

B. Students must be enrolled in a Science course during their freshman and sophomore year. Students are required to successfully complete one credit of Biology and one additional science course. All remaining science subjects are considered electives. College bound students are strongly urged to take at least three credits of science.

C. Students are required to successfully complete three credits of mathematics (at least one in Algebra and one in Geometry). College bound students are strongly urged to take four or more credits of math.

D. Students will be enrolled in US History 1861-1920 during their freshman year, US History 1920-Present during their junior year and Government during their junior-senior years.

E. All students will enroll in eight courses per year unless parent permission is granted for a study hall. Study halls do not earn a credit, but will not count against their GPA calculation.

F. Students must be enrolled in Personal Finance class no earlier than their junior year. Students must pass this course.

G. Students must pass health education.

H. Students will be offered the classroom phase of Drivers Education during their Freshman or Sophomore year depending on their date of birth. In order to take this class, a student must pass eight courses in the previous four quarters. Drivers Education is a graduation requirement for all students who attend Sherrard HS. This requirement may be waived if a student is 16 years of age and has transferred from another school in which they obtained their license from another district and/or state.

The district will pay the classroom and driver's component (up to six hours) upon the student complying with the following conditions:

1. Must be passing all of his/her courses during the classroom and driving portions.
2. Must be passing driver education course in order to drive. If students are not meeting both conditions, they will be pulled from driving.

I. Students must pass a credit of Physical Education for each year of attendance. A maximum of four credits will be allowed to count towards graduation. Juniors and Seniors participating in athletics (including cheerleading, dance only if participating in IHSA competitions) or marching band may choose the PE Option for their PE credit. Failure to complete the PE Option could result in a loss of PE credit.

J. Students must earn one credit in computer technology during their high school career.

K. In determining the awarding of credits, all decisions will be based upon the successful completion of coursework.

L. Except for the transfer of approved credit from an accredited high school, the only additional outside credit that will be accepted must be earned while the student is enrolled in courses at Sherrard High School. (See Correspondence/Off Campus.) The only possible exception will be credits earned through an administratively approved alternative school site.

Students who enroll at Sherrard after transferring from non-accredited schools, including home schools, may be tested and interviewed per board policy, and grade placement will be made accordingly. Students transferring from such schools may be withheld five days after initial enrollment to conduct testing and interviews to determine grade placement.

A list and description of all course offerings and programs are included in the Registration Guide. Special attention should be given to sequential programming. In other words, the student should find out which courses are needed in the Freshman and Sophomore years in order to get into programs such as the work program (A.C.C.) college prep courses, tech prep programs, and other such programs when they are Juniors and Seniors.

SJHS ACADEMIC REQUIREMENTS

Students in the Jr. High are required to take courses in English, Math, Physical Education, Science, and Social Studies at both the seventh and eighth grade levels. In addition, all students must take the elective courses.

A student must pass English, Mathematics, Science, and Social Studies (either Geography or History) each year in the Junior High School. In addition, a student must pass each year in the Junior High School. The failure to do so would require the student to repeat the course(s) he/she failed regardless of whether he/she achieved promotion from one grade to another or the school may require another course to replace the failed course.

GRADING AND PROMOTION

The Superintendent shall establish a system of grading and reporting academic achievement to students and their parents and guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on Illinois State assessment(s). A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.
Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores;
- A technical error in assigning a particular grade or score;
- The teacher agrees to allow the student to do extra work that may impact the grade;
- An inappropriate grading system used to determine the grade; or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

DIPLOMAS/COMMENCEMENT

Sherrard High School currently offers a diploma which may be awarded only after a student has taken and received a passing grade in all state and school required courses and received credit in enough subjects to have earned the amount of high school credits needed for their class. The diploma is a formal certificate presented by the school to signify completion of the graduation requirements. It is presented to a student in good standing upon completion of commencement. A student may participate in commencement if all requirements for a diploma are met prior to commencement. This participation is a voluntary activity on the student's part. A student's failure to comply with all expectations for behavior and/or appearance during the ceremony could result in the diploma being held until a later date. A student must sign a form indicating they will comply with all expectations prior to commencement in order to participate.

A student may receive a diploma for the current year if all required credit is earned prior to the start of the next school year.

A student who has an individualized education program prescribing special education, transition planning, transition services, or related services beyond the student's four years of high school, qualifies for a certificate of completion after the student has completed four years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

EARLY GRADUATION

Students must complete all graduation requirements in order to graduate early. Students that are interested in graduating early must apply by the last day of their Junior year. See the counselling department for specific requirements to be able to apply. It is the expectation that students to be considered for early graduation have been accepted into a college/ trade program or enlisted in the military for the second semester of their Senior year. Students that experience major health situations or life disruptions would be considered on a case-by-case basis.

ADVANCED PLACEMENT COURSES

By enrolling in any SHS offered Advanced Placement (AP) course, students are agreeing to take the AP test in May paid by the district.

AP Contract

CREDIT RECOVERY

Credit Recovery is defined as a course-specific, skill-based learning opportunity for students who have previously been unsuccessful in mastering content/skills required for course credit. Students will be placed in Credit Recovery by the teacher and/or administrator. The Credit Recovery curriculum will be delivered by Plato (Edmentum) computer-based instructional software. Credit Recovery may have to take place outside of the normal school day and school year.

The goal of Credit Recovery is to provide an opportunity for students who have failed courses to acquire proficiency in non-mastered standards. At the high school level, students have the opportunity to graduate in a timely manner completing no more than two full classes per school year. Students that take more than two classes in a school year will need approval by the administration.

For more information see the Counseling Center.

REMOTE LEARNING

District 200's Remote Learning Program is designed to provide an alternative virtual learning experience that is consistent with student expectations and curriculum within a traditional learning environment. The experience aligns with school board policy and the Illinois School Code 105 ILCS 5/10-29. Students and Guardians should consult with High school administration for more information and about eligibility for the Remote Learning Program.

BLACK HAWK OPTIONAL EDUCATION

Students who have dropped out of Sherrard High School could consider attending Black Hawk Optional Education to receive a diploma. These students should contact the school counselor.

The alternative school provides a modified instructional setting for purposes of meeting core curricular academic credits. Placement in the program may depend upon funding and space available.

We will accept credits from an alternative school towards a diploma if the following criteria are met:

1. The school has an agreement for this process with Sherrard.
2. The student has not reached the age of twenty-one.
3. The student does not earn more than thirteen credits required for graduation through an alternative school.
4. The student may not participate in commencement unless they are in attendance at Sherrard High School for the entire final two quarters prior to completing graduation requirements.

Some students may be referred to an alternative school setting while enrolled at Sherrard as an option for them to continue their education. In this case, individual agreements with students regarding graduation requirements may be used.

CORRESPONDENCE/OFF CAMPUS COURSE WORK

Sherrard High School will allow credits of coursework from correspondence school taken after the 6th semester or later of attendance. A student, in all cases, must obtain advance approval from the counselor and the principal before enrollment in such courses. These courses may not be used in lieu of regular coursework offered at Sherrard High School. All expenses of the courses are the responsibility of the student.

PROCEDURES FOR LEAVING OR TRANSFERRING FROM SCHOOL

Students who decide to withdraw from school during the school year must notify the counselor and the Principal's office. A student who is dropping out of school will be given information regarding possible options. The final steps before leaving school would be to check out in the guidance office to ensure all books and materials are returned.

STUDENT REGISTRATION & COURSE SELECTION

Course selection for the following year begins in January. The counselor will work with the student on next year's program. Refer to the Registration Guide for required and available courses. Grades 7-12 are on a computer scheduling system. With this program, the student is allowed to select the courses, which they would like to take for the following year. The computer scheduling sets the master schedule and teacher assignments.

Once the schedule is finalized, students will be allowed to change from one course to another only with permission of the counselor and the principal. No schedule changes will be allowed after the first five (5) full days of school. Some additional changes may be necessary due to a change in staff, courses, and other situations, which may arise.

PHYSICAL EDUCATION

Exemption from Physical Education

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the *Medical Practice Act.* The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the *Medical Practice Act,* prevents his or her participation in the physical education course.

State law prohibits a school board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

Student (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or

Student (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP).

A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated in 6:310, High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students.

Students in grades 7 and 8 may submit a written request to the Building Principal to be excused from physical education courses because of his or her ongoing participation in an interscholastic or extracurricular athletic program. Interscholastic or extracurricular athletic programs are organized school-sponsored or school-sanctioned activities for students that are not part of the curriculum, not graded, not for credit, generally take place outside of school instructional hours, and under the direction of a coach, athletic director, or band leader. The Building Principal will evaluate requests on a case-by-case basis.

The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances, as appropriate.

If a student refuses to participate in P.E. for the day, that student will not be allowed to participate in extracurricular activities on the same day.

PEER TUTORING

Peer tutoring (students) is a service available throughout the school year to assist students who are having difficulty in the classroom. Students should contact the counseling office if they need this service.

GRADES

Grades are assigned on the following percentage basis:

Percentage range	Grade	Quality Points (HS only)	Quality Points HS ONLY (Weighted)
97.00-100	A+	4.3	5.3
93.00-96.99	A	4	5
90.00-92.99	A-	3.7	4.7
87.00-89.99	B+	3.3	4.3
83.00-86.99	B	3	4.0
80.00-82.99	B-	2.7	3.7
77.00-79.99	C+	2.3	3.3
73.00-76.99	C	2	3

70.00-72.99	**C-**	**1.7**	**2.7**
67.00-69.99	**D+**	**1.3**	**2.3**
63.00-66.99	**D**	**1**	**2**
60.00-62.99	**D-**	**.7**	**1.7**

Only AP and Honors classes receive an extra quality point for GPA calculation.

PARENT PORTAL

Grades are available through our parent portal online. Please contact the unit office to sign up for this service.

HOMEWORK POLICY

PURPOSE

The purpose of assigned homework is to practice existing skills and prepare for future skills.

LATE WORK

Acceptance of and/or amount of credit awarded for unexcused late work shall be at the discretion of each teacher as long as the policy is consistently followed and does not violate the student handbook.

All late homework resulting from excused absences shall be accepted for full credit following the formula presented in the student handbook.

CONSIDERATIONS FOR HOMEWORK

- Students should be exposed to skills necessary to complete work without teacher assistance.
- Assignments should be differentiated based on the needs of students.
- All homework should be reviewed and returned in a timely manner.

SHS and SJHS GRADING, GRADE REPORTS and FINAL EXAMS

Sherrard High School and Sherrard Junior High core classes/and some non-core classes have adopted the 70/30 grading policy. Grades start over after credit has been awarded. This excludes students enrolled in college courses, AP courses and those enrolled at the (Area Career Center) ACC.

High School single period courses will award .5 credit upon successful completion after each semester.

Report cards will be issued to students at the completion of first semester and second semester (quarters two and four). Report cards for second semester will be mailed home. Grades will be available on the Parent/Student Portal. Progress reports will be issued at the midpoint of each-semester (quarters one and three). At mid-term and report card time, a call will be made to parents via the district caller system to notify them that report cards have been sent home or mid-term progress reports are available. Parents who cannot access the Portal can call the school for a grade update. Parents should also feel free to request a conference with the teacher to discuss these reports or other matters concerning their student.

Final exams are given in all subjects at the end of each semester to all high school students. These exams are given on a schedule adopted by the principal. Students are expected to be at school for the whole day during Finals. Unexcused absences on that day may result in a zero for all finals.

HIGH SCHOOL HONOR ROLL

High Honor Roll 4.0 GPA or Higher

Honor Roll 3.00 - 3.99 GPA

Honor Roll Certificates will be distributed after Semester 1 and Semester 2 .

SJHS HONOR ROLL

Junior High High Honor Roll All A's

Junior High Honor Roll A's and B's

Junior High Honor Roll Certificates will be distributed after Quarter 2 and Quarter 4.

HIGH SCHOOL ACADEMIC LETTER

A Sherrard High School academic letter will be awarded each year based on a student's representation on the semester honor rolls. A student will receive two points for being on the High Honor Roll and one point for being on the Honor Roll. A student who earns three points in a school year will be awarded an academic letter. A student will receive the letter the first time and a gold pin for each succeeding year in which they earn the recognition.

HIGH SCHOOL ACADEMIC ACHIEVEMENT

Due to the desire to encourage each student to achieve at his/her highest level academically, and to potentially recognize the efforts of more students, Sherrard High School has transitioned to the Latin System of recognition. Academic recognition will be by the Latin System of Summa Cum Laude for a GPA of 4.3, Magna Cum Laude for a GPA of 4.2 and Cum Laude for a GPA of 4.0.

This recognition is based on GPA at the end of the 7th semester. Class rank based on accumulated points will be available for scholarships. Class rank for the entire high school career is not determined until the summer after graduation. The maximum number of classes to be included in determination of class rank and Latin System honors shall be eight per year (32 total credits). Class rank is determined by the use of quality points. Quality points are calculated based on the number of courses taken and grade points earned for each course. Therefore class rank is based on grade earned as well as total number of courses taken. An A=4, B=3, C=2, D=1 and an F=0. Weighted classes will carry one additional point per passing grade.

STUDENT SERVICES

Sherrard Jr/Sr High School offers services to students who feel they need someone to listen to them, to answer their questions, and to help solve some of their problems. In addition to the administrators and teaching staff, we provide counselors, a school nurse, a social worker, a psychologist, and resource teachers.

Some of the areas in which students might request assistance would be:

Social adjustment, self-improvement, development of abilities and interests, planning courses, college placement and testing, occupational goals, problems with your peers (fellow students), difficulties in learning in the classroom, and problems outside of school, such as home or work.

In addition, counseling services are available in relation to peer support, peer tutoring, health related matters, suicide, death in the family, divorce, family planning, child abuse, nutrition, and others. Students should check in the office for referral to someone who can help with a concern.

Students who feel they are harassed, intimidated, bullied, hazed, etc., need to inform their teacher, their counselor or an administrator immediately. The district policy on bullying will be adhered to.

SCHOOL WIDE INTERVENTIONS

Academic interventions may be assigned by a teacher for failure to complete assigned homework, failure to bring required work/materials to class, or failure to participate in a class activity. Failure to serve an academic intervention could result in a parent conference and disciplinary referral.

Special Services

Students may be referred for available programs or services through a team review of the student's academic needs. Each school has the services of a team. A child can be referred to this team through the school principal, by parents, by any concerned person, and/or by the child's teacher. The child's parent(s) or guardian(s) must give written authorization before any testing can take place. All children are evaluated in their primary language. Please contact Polly Dahlstrom, 309-593-4075 for information regarding the District's special education programs and services. More information is available at https://www.isbe.net/Documents/parent_guide_english_pf.pdf

COMMUNICATION OF PARENTAL CONCERNS TO SCHOOL OFFICIALS

The Board, administration and staff encourage parents and citizens to discuss their children's education with district staff. If you have specific concerns, discuss them directly with the teacher. If the matter continues to be a concern, contact the building principal. Finally, you are welcome to contact the district superintendent or his designee for resolution. Parents are encouraged to deal with such concerns within a reasonable time. Your support is necessary and required to allow your child to fully benefit from the program. Because the validity of accusations contained within an anonymous letter cannot be verified, they cannot be generally considered.

STUDENT FEES

All students must pay a registration fee at the time of registration. This would include textbook and Chromebook rental fee, lab or shop fees for materials in certain classes, and optional fees for student insurance, publications, materials, driver education, and physical education. At the end of the school year additional charges could be made for excessive damage or loss of textbooks or other equipment. The driver education fee must be paid before students are allowed to take the class.

All students are responsible for books and equipment issued to them for the school year. A failure to return them or to return them in a similar condition will result in a fee being charged to the student.

If a student transfers to a different school, upon request, a refund will be made of the fees charged. The refund will be prorated up until the end of February. After the last day of February, no refund of fees will be made. No refund will be given to a student who drops from school.

Mandated student fees such as the registration fee, the lock rental fee and the driver education fee are waived for students who qualify for free lunches and for students who are eligible under the Department of Agriculture family-size income levels. However, these students are not exempt from charges for items that are lost or damaged.

WAIVER OF STUDENT FEES

Pursuant to Board Policy 4:140, fees for textbooks and other instructional materials are waived for students who meet the eligibility criteria for a fee waiver.

In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees, the Superintendent will recommend to the Board which additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

Notification

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and Ill. State Board of Education (ISBE) rule and that provisions for assisting parents/guardians in completing the application are available.

Eligibility Criteria

A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program.

The Superintendent or designee will give additional consideration where one or more of the following factors are present:

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

Verification

The Superintendent or designee must follow the federal verification requirements when using the free lunch or breakfast eligibility guidelines pursuant to The National School Lunch Act as the basis for waiver of the student's fee(s).

Determination and Appeal

Within 30 calendar days after the receipt of a waiver request, the Superintendent or designee shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall include: (1) the reason for the denial, (2) the process and timelines for making an appeal, and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the ISBE rule on waiver of fees.

SCHOOL INSURANCE

All students are provided with accident coverage only and will not replace the family's primary health insurance. The Student Accident Coverage plan is designed to pay for expenses which are not reimbursed by your primary health insurance, any other plan of coverage or any other benefit. As a result, you must file a claim with your own health insurance carrier first. Student Accident Coverage includes all sanctioned IHSA athletic events in compliance with 105 ILCS 5/22-15. Coverage includes football injuries exceeding $25,000 out-of-pocket expense.

ABSENCES

Pursuant to Board Policy 7:70, absences and tardies shall be excused only for personal illness, bereavement, quarantine, school-approved family emergencies, observance of religious holidays, court hearings with verification, or other written request approved in advance by the Principal. All other absences shall be considered unexcused. In order for an absence to be considered excused, a parent or guardian of a student who is absent from school must notify the school by telephone or in person the day of the absence before 9:00 AM at the high school and 8:00 AM at the junior high. The office phone number is 593-2175 (SHS) OR 593-2135 (SJHS). Parent/Guardian notes submitted after the absence will not be accepted unless prior arrangements have been made. Failure to give proper notification to the school will result in the absence being considered unexcused. The determination as to whether the absence is considered excused, unexcused, or unacceptable is the sole responsibility of the school. The responsibility of the parent is to report the reason for the absence.

A student will be excused only for one-half day for a doctor or dentist appointment unless a written note from the doctor/dentist explaining the need for additional time accompanies the return to school. The student will be required to bring a note from the parent for these appointments ahead of time unless an emergency arises. Students who do miss school due to a doctor/dentist appointment should bring in a doctor's note upon their return to school.

SHS & SJHS students are not allowed to participate in or attend any school sports or activities unless they are in school all day on the day of the activity. Students may be excluded from extracurricular events if they arrive tardy to school after 8:05. The Principal or Assistant Principals must approve any exceptions. Exceptions could include doctor notes, funerals, or court dates.

Non-emergency absences (bereavement, religious holidays, vacations) must be arranged prior to the absence to be considered excused. Students who are absent due to observance of religious holidays will have the same opportunity to make up school-work as a student who is excused for any other reason. Deer hunting will only be excused for one day if the student is passing all courses and brings in a copy of his/her deer tag. Attendance at the Illinois State Fair can be excused up to three days with proof of attendance. Also, consideration will be given to 4-H or related types of activities.

If the school has not been notified about the reason for a student's absence by the parent/guardian, a need admit will be listed for the student. This is the same as an unexcused absence until a reason is provided.

Area Career Center Absences

ACC (Area Career Center) Students are expected to attend a full day at Sherrard High School if they are in attendance at Out-of-District-Schooling (UT/United Township) that day. If students choose to take an ACC course that

does not align with district provided transportation schedule, that student is responsible for the cost of their own transportation. All ACC students will need to call the Area Career Center office to report an absence from their class by calling (309)752-1691, fax (309)752-1692. U.T. will report a weekly attendance to SHS office, which will then be marked according to the UT reporting. The student is responsible for obtaining an excuse note from the SHS attendance secretary for absences involving school related activities from the SHS attendance secretary and delivering the note to ACC.

TRUANCY

Truancy warning letters will be sent to a student's parent(s)/guardian(s) when a student has missed seven days of school, regardless of documentation for the absences. Referral to the Rock Island County Regional Office of Education, Prevention Services/Truancy Department is required by law when a student has missed 5% of the previous 180 regular attendance days (9 school days).

Pursuant to Board Policy 7:70 and Illinois law, punishment will not be imposed for truancy unless available supportive services and other resources have been offered to the student.

TARDINESS

Tardiness to class is not accepted unless a note from another teacher or the office excuses the student for being tardy. Tardiness to class results in detentions and/or suspensions. It is considered a tardy if the student is not in their assigned seat when the bell rings. It may be considered an unexcused absence if the student is more than five minutes late to a class.

Tardiness to school is considered a form of truancy. The first time in a semester the student is given a warning. After that a student will be given consequences for repeated violations. *Please see Tardiness to School/1st hour in the Discipline Policy.* It is tardiness only if the student reports to school within 25 minutes of the start of school. After this time it is considered an Unexcused Absence to school/first hour.

VACATIONS

Student vacations are not encouraged because of the general attendance problem it creates and the effect it has on the student's schoolwork. Generally, vacations are considered unexcused absences. However, if prior approval of the Principal is obtained and the vacation includes at least one of the student's parents/guardians then it could be an excused absence. However, any vacation absence does count into the 10 days for truancy referral. The obtaining of homework in advance is the student's responsibility. A form for vacations of two days or longer must be obtained from the office, completed and returned prior to the vacation for the absence to be considered excused. Vacations during (final) exams and state testing will not be excused.

COLLEGE VISITATION

A high school student may be excused for a college visit. A college visitation will be considered an excused absence when:

1. A permission form, received from SHS office in advance, and the parent/guardian informs the office prior to the college visitation day.
2. The college visitation form must be signed by the student, parent/guardian, and college representative and returned to the SHS office the next day back to school.

Failure to comply with the above will result in an unexcused absence. Students are responsible for obtaining classroom work in advance of the absence in all situations. A senior may designate two of these occurrences, which will not be considered an absence.

LEAVING SCHOOL EARLY

Any student requesting to leave school early for any reason must have permission granted by the Principal's office. This permission will be granted only if a parent contacts the office by phone or the student brings a note to the office before school in the morning and it is for an acceptable reason. Students must sign out in the office before leaving. Junior high student's parents must enter the junior high building to sign their student out. Leaving the building under false pretenses will be treated as leaving without permission.

LOITERING

Students are to exit the building promptly at the end of the school day, unless remaining for after-school study hall or athletic practice. Students staying after school are to remain with their designated coach/sponsor or MUST remain in the commons. Freely roaming the halls or in/out classrooms shall not be tolerated. Loitering in unsupervised areas is not permitted at any time, this includes, but is not limited to the parking lot before or after school. Upon arriving at school, students must proceed immediately to the building, if not, it will be loitering.

MAKE UP WORK

Every student has a right to make up schoolwork missed on days of excused absences. All excused absences will be governed by the following formula:

number of excused absences X 2 = maximum number of days which can be used for make up.

Teachers in individual classes have the option of extending the maximum with permission of the principal. In addition, teachers can request a test be made up on the first day back in school if the student was notified of the test date prior to the absence.

For illness and injury of two days or more, the student (parent) may contact the office to make arrangements for homework. Teachers are allowed 24 hours to turn homework into the office for parents to pick up. Extended absence for illness and injury of two weeks or more could qualify for homebound tutoring with a doctor's certification.

High School Advanced Placement courses follow College Board guidelines. Please see the Advanced Placement Contract.

INCOMPLETES

Incompletes at the end of any grading period must be made up within two weeks. Extended illness and family vacations may be exceptions to this policy. However, special permission must be obtained from the Principal to lengthen this makeup period. If the work is not completed by the assigned time, the student's grade will be recorded, taking into consideration work completed and not completed.

CHEATING

Cheating by a student on schoolwork is not acceptable. Students who are determined to be involved in cheating will have their grades affected as per the teacher's policy and/or referred to the office for additional disciplinary action.

PLAGIARISM

The definition of plagiarism is to copy and claim someone else's work as one's own. Plagiarism includes, but may not be limited to copying words and/or images from a print source without proper documentation: copying and pasting words from printed sources including but not limited to books, magazines, newspapers, and electronic sources, including but not limited to websites and databases and turning the words in as one's own work: taking someone else's ideas and claiming them as one's own: reusing a paper previously written by author without revising: turning in a paper written by someone other than the student and not documenting a source (includes siblings, friends and parents.)

Proper documentation style will be taught and expected. We will use the MLA (Modern Language Association) or APA (American Psychological Association) style of documentation. The following penalties will be imposed for plagiarism.

- The paper must be rewritten completely (a new topic may be assigned) with a grade of no more than 70% to be issued for the new assignment.
- A call home to parents/guardians will be placed.
- A report to the (principal/guidance office) will be made.

ARTIFICIAL INTELLIGENCE

“Artificial intelligence” or “AI” is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator.

Students may use AI as authorized in their Individualized Education Program (IEP).Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

TRANSPORTATION

The school district provides transportation for students living over one and a half miles from school. Students are encouraged to make use of the transportation provided by the district. Each student is assigned to a certain bus, and must have a pass from the principal’s office in order to ride a different bus. Bus passes will only be accepted when a student needs transportation for a school-related activity. Parents must provide written documentation. Phone calls will not be accepted. In emergency situations parents may contact the principal. Students riding the Sherrard busses are asked to be at the point of pickup on time because the bus drivers, due to their schedules, cannot wait. In the interest of safety and the well being of all of our students, each student should take his seat on the bus quickly and sit quietly. Any pushing, shoving, loud distracting talk or hands out of the window can endanger other students as well as yourself and must be avoided. No form of tobacco or drinking of any beverage is allowed on the busses.

Video equipment has been installed in each bus. Videotaping may occur to document the behavior of students who ride the bus. Authorized individuals will review the videotape and administer subsequent disciplinary consequences to students. School bus cameras are now equipped with the capability of audio recording. Information gathered from audio surveillance can and will be used with bus discipline.

In order to maintain safe transportation to and from school, the District has established regulations governing school bus riders. It is important that all riders and parents of riders be thoroughly familiar with the following regulations:

1. School bus riders, while in transit, are under the jurisdiction of the school bus driver unless the local board of education designates some adult to supervise the riders.
2. Stay off the road at all times while waiting for the bus and remain in a safe area.
3. Do not leave your seat while the bus is in motion.
4. Remain in the bus in the event of a road emergency until instructions are given by the driver.
5. Keep hands and head inside the bus at all times. Do not throw anything out of the bus windows.
6. Quiet voices should be used at all times.
7. Be absolutely quiet when approaching a railroad crossing.
8. Treat bus equipment as you would valuable furniture in your own home. Never tamper with the bus or any of its equipment.
9. Carry no animals on the bus without permission of the superintendent and/or the principal.
10. Keep hands and feet, books, packages, coats and all other objects out of the aisles.
11. Do not ask the driver to stop at places other than the regular bus stop. The driver is not permitted to do this except by proper authorization from a school official.
12. Observe safety precautions at discharge point. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Wait for a signal from the bus driver permitting you to cross.

13. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperone appointed by the school
14. Be courteous, use no profane language.
15. Do not eat or drink on the bus.
16. Tobacco products of any kind are not allowed on school buses at any time.
17. Bus driver is authorized to assign seats.

Responsibility of the District for the supervision of students does not extend to places or times when they are traveling to or from school or while waiting for the school bus, nor while they are in the school buildings engaged in activities sponsored by agencies other than the district.

ACTIVITY BUS

Use of the activity bus is limited to those students who remain after school with supervision. Students could be denied the privilege of riding the bus for disciplinary action involving students waiting for the bus, riding the bus, or remaining after school without proper supervision.

BUS CONDUCT CARD

Bus conduct cards will be used to promote better discipline and safety on busses. School bus drivers will attempt to solve problems involving student misbehavior by utilizing the following:

A. Conference with student,

B. A telephone conference with the child's parent/guardian,

C. Assigned seats for the student offender for a specified length of time (with parents informed by phone),

D. Director of transportation will call parents.

Students will be issued a bus conduct card for a violation of any of the rules that are listed on the card or for other behavior that the bus driver feels is excessive or endangers the safety of the bus students. Those students who attempt to ride a bus to which they are not assigned could receive school discipline.

A. 1st bus card issued - When a student receives a bus conduct card for inappropriate behavior, the student will receive two copies of the notice as he/she leaves the bus and will be instructed that this is the first notice. Both copies of the notice must be signed by the parent/guardian before the student may ride the bus again. Bus driver will then call the parent/guardian and inform them that their child has received a conduct card.

B. 2nd bus card issued - When a student receives a second bus card, the parent/guardian of the student and building administrator will be notified by the bus driver. The conference will involve the child, parent, bus driver, and administrator when possible. The district reserves the right to not allow a student on the bus until a conference is held with a parent or guardian.

C. 3rd bus card issued - When a student receives a third bus card, the student and the building administrator will be notified by the bus driver. Students who are issued a third bus card may be suspended from bus transportation for up to ten school days.

If the offense is serious and/or endangers the safety of others, the student may be suspended from the bus for up to ten days, regardless of the number of bus conduct cards previously received. The School District shall provide the student with notice of the gross disobedience or misconduct and the student shall have the opportunity to respond.

Repeated offenses after the third card has been issued could result in suspension and/or loss of bus riding privileges for the remainder of the school year.

STUDENT VEHICLES/PARKING LOT

Students who drive to school must park in the designated student lot, which is on the east side of the building. This includes weekends and evening activities. They are not to park in front of the school or in any driveway. The designated handicapped parking spaces are to be used only by vehicles with a handicapped license plate. The parking lot is provided for the convenience of students who are allowed to drive their vehicles to school. The privilege of driving to school will be revoked if reckless driving of any nature occurs or there are other abuses of the vehicle such as transporting of alcohol or other unauthorized substances. Pursuant to Board Policy 7:140, all vehicles entering this area are subject to search by school authorities or by law enforcement personnel working with them. Searches may be conducted without warrant for any reasonable purpose. Search of the vehicle includes all compartments and components thereof. After the start of a search, the vehicle may not be removed from the

premises during the reasonable duration of the search. Students are not to be in the parked vehicle at any time during the school day and should not be in the parking lot unless they are arriving to or leaving from school. Vehicles are not to be moved unless the student is leaving school for the remainder of the day with permission.

Parking permits are required for use of the lot by students and permits must be visible at all times. In order for a student to receive a parking permit, they must provide proof of liability insurance. All vehicles must be registered in the office if parked in the student lot during the day. Students receiving their first parking violation are required to report to the main office and meet with administration. Lost permits can be obtained at the replacement cost. Violation of rules involving the use of the parking lot or vehicle could result in detentions, suspension, and/or the loss of driving privileges and/or ticketed or towed vehicles at owner's expense. Students who purchase a parking permit are entered into the District random drug testing process. If a student owes more than $50 in outstanding fees to the district, he/she will have their driving privileges revoked until fees are paid.

STUDENT TRAVEL

Students may have to travel to an educational opportunity that may occur outside of the established school curriculum and programs. This includes educational aides, students who attend Blackhawk College for dual credit, and/or UT Career Center students. Student travel proposals need to be turned in to the office for approval. Students that are looking for educational opportunities outside of regular bus route will be responsible for their own transportation.

ORGANIZATIONS/ACTIVITIES JH and HS (CO-CURRICULAR)

Sherrard Jr/Sr High School provides a variety of activities for students. These groups can be competitive, interscholastic, intramural, service, and social.

A student who is failing a subject is ineligible to participate in an activity. The student's eligibility for participation in the actual contest or performance is determined on a week-to-week basis for those activities with weekly contests or performances and is I.H.S.A. sponsored. To determine eligibility on a weekly basis, teachers will calculate the student's semester grade in progress. The extracurricular philosophy and code of conduct also apply to students who participate in any extracurricular activity/organization.

All students are encouraged to participate in a school organization whether it is service, social, or educational. The following clubs and organizations are available to students. Members of these organizations are governed by the extracurricular Code of Conduct for all activities that are IHSA sponsored or do not receive a specific class grade.

Sherrard High School Co-Curricular Opportunities:

FFA	Red Cross	Lettermen's Club
Art Club	ForLang(SCEC)	GSA
Band	FCCLA (Home Ec)	Yearbook
Industrial Tech Club	Robotics	Post Prom
Chorus	National Honor Society	Scholastic Team (9-12)
Colour Guard	Peer Support Group	Senate/Student Council
Pep Club	Tiger Leadership Team	Fellowship of Christian Athletes (FCA)
Dramatics	Stand for the Silent	Anime

Note: There could be other student organizations/activities not listed here, which are covered by the Code of Conduct.

Sherrard High School and Junior High Co-Curricular Music

The SHS Band program consists of a marching or pep band and a concert band. The SJHS band consists of only a concert band. In addition, the band participates in state contests and programs sponsored by the school conferences. Students who are in band are required to attend all performances of the band. This includes marching appearances, concerts, and contests.

The Choral program consists of a Mixed Chorus for boys and girls. The Choral department also participates in state competition and the conference festivals as well as various concerts. As members of these choral groups participation in all appearances is required. Students in music must meet eligibility and conduct requirements.

Sherrard High School and Junior High Co-Curricular Dramatics

All students are encouraged to try out for and participate in the all school plays as actors, stagehands, or in other areas. In the High School, there are three plays each year, one in the fall, one in the winter, and one in the spring. In the JH there is one play. Tryouts are announced and held approximately six weeks in advance of the play. Students must meet all eligibility and conduct requirements.

SJHS Organizations/Activities Opportunities

Scholastic Team
Dramatics
Student Council
Yearbook
FFA
FCA
Art Club

Note: There could be other student organizations/activities not listed here, which are covered by the Code of Conduct.

PARTICIPATION OR ATTENDANCE OF ATHLETICS/ACTIVITIES IF ABSENT

SHS & SJHS students are not allowed to participate in or attend any school sports or activities unless they are in school all day of the activity. The Principal or Assistant Principals must approve any exceptions. Exceptions could include doctor notes, funerals, or court dates.

SHERRARD JR. SR. ATHLETICS

SHS Athletics

Sherrard High School provides interscholastic competition and opportunities in the following sports:

Fall	**Winter**	**Spring**
Football	Basketball (Boys and Girls)	Track (Boys and Girls)
Bass Fishing (Boys and Girls)	Wrestling	Baseball
Volleyball	Dance (Football, Basketball) (Boys and Girls)	Softball
Cross Country (Boys and Girls)	Cheerleader (Football,Basketball, Wrestling) (Boys and Girls)	Soccer (Girls)
Golf (Boys and Girls)		
Soccer (Boys)		

SJHS Athletics

Sherrard Junior High School provides interscholastic competition and opportunities in the following sports:

Fall	Winter	Spring
Football	Basketball (Boys)	Track (Boys and Girls)
Basketball (Girls)	Volleyball	
Cheerleading	Wrestling	
Cross Country	Cheerleading	

A student may participate in more than one sport per season with permission from all coaches involved and approval from the Activities Director.

In order to participate in the above activities, students must not be failing any course, have a physical exam on file each year, and have on file notice of insurance verification each year. In addition, a parent/guardian is required to attend a meeting prior to the student's first competition. The Code of Conduct applies to all of these activities.

Students who participate in non-school related sports activities should prioritize so that they do not miss school-sponsored practices and competitions. A student may be penalized by the coach or AD if student chooses to participate in the non-school related sports activity instead of the school-related sports activity.

JUNIOR HIGH CLASSES/HIGH SCHOOL SPORTS

Any student enrolled in a junior high class will not be allowed to participate in a high school sport or activity.

ATHLETIC UNIFORMS

All athletes are issued school provided uniforms for their particular sport. Athletes are responsible for uniforms issued to them for the sport they are participating. A failure to return the uniform or to return them in a similar condition will result in a replacement fee being charged to the athlete. Athletes will not be able to start another sport until the uniform from the previous sport is turned in or paid for. Extra necessary equipment may be required and will be the expense of the parent/guardian.

ACTIVITY FEE

All high school and junior high students participating in extracurricular activities or a designated co-curricular activity will be required to pay an activity fee for each season of a sport as directed by the Board of Education each school year. The fee applies to any IHSA, IESA, Three Rivers Conference (TRAC) or Prairieland Conference sponsored activities that are not tied to the curriculum. The fee will be paid within 10 calendar days from the first day of practice or the student will be removed from participation until the fee has been paid. Fees for Junior High activities are due on or before parent-handbook meeting. If a student is cut from a team after the fee has been paid, and they do not participate in another activity covered by the fee during the remainder of the school year, the fee will be reimbursed at the end of the school year, upon request. If a student quits a team or is removed from a team due to academic ineligibility or code of conduct violations, the fee will not be reimbursed. If a family is eligible for free school lunch, then the fee is waived. If a family is eligible for reduced lunch, then the family must pay the fee. The activity fee will be $50 per student per sport, capping at $100 per student and capping at $200 per family.

Co-curricular activities that require an activity fee:

- Scholastic Bowl
- Other programs where an activity fee may be necessary

QUITTING A SPORT

If an athlete quits an interscholastic sport, the student may participate in another interscholastic sport as long as both coaches and activities director agree to the change. If an athlete is cut from a team, they can participate or tryout for the other team as long as the other sport coach agrees. Any student removed from a sport for disciplinary reasons may not participate in another sport occurring in the same season.

SPORTSMANSHIP

Sportsmanship, which can be defined as fairness and courtesy demonstrated to others, is expected of all of our students. If a student or player does not conduct him/herself accordingly, he/she may be removed from the game and face consequences at both home and away games.

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by students. The program shall:

1. Fully implement the *Youth Sports Concussion Safety Act*, that provides, without limitation, each of the following:
   a. The Board must appoint or approve member(s) of a Concussion Oversight Team for the District.
   b. The Concussion Oversight Team shall establish each of the following based on peer-reviewed scientific evidence consistent with guidelines from the Centers for Disease Control and Prevention:
      i. A return-to-play protocol governing a student's return to interscholastic athletics practice or competition following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise an athletic trainer or other person responsible for compliance with the return-to-play protocol.
      ii. A return-to-learn protocol governing a student's return to the classroom following a force of impact believed to have caused a concussion. The Superintendent or designee shall supervise the person responsible for compliance with the return-to-learn protocol.
   c. Each student and the student's parent/guardian shall be required to sign a concussion information receipt form each school year before participating in an interscholastic athletic activity acknowledging that they have received and read written information that explains concussion prevention, symptoms, treatment, and oversight and that includes guidelines for safely resuming participation in an athletic activity following a concussion. The form must be approved by the Illinois High School Association.
   d. A student shall be removed from an interscholastic athletic practice or competition immediately if any of the following individuals believes that the student sustained a concussion during the practice or competition: a coach, a physician, a game official, an athletic trainer, the student's parent/guardian, the student, or any other person deemed appropriate under the return-to-play protocol.
   e. A student who was removed from interscholastic athletic practice or competition shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the return-to-play and return-to-learn protocols developed by the Concussion Oversight Team. An athletic team coach or assistant coach may not authorize a student's return-to-play or return-to-learn.
   f. The following individuals must complete concussion training as specified in the *Youth Sports Concussion Safety Act*: all coaches or assistant coaches (whether volunteer or a district employee) of interscholastic athletic activities; nurses, licensed healthcare professionals or non-licensed healthcare professionals who serve on the Concussion Oversight Team (whether or not they serve on a volunteer basis); athletic trainers; game officials of interscholastic athletic activities; and physicians who serve on the Concussion Oversight Team.

g. The Board shall approve school-specific emergency action plans for interscholastic athletic activities to address the serious injuries and acute medical conditions in which a student's condition may deteriorate rapidly.

2. Require that all high school coaching personnel, including the head and assistant coaches, and athletic directors obtain online concussion certification by completing the online concussion certification program in accordance with 105 ILCS 25/1.15.
3. Require all student athletes to view the Illinois High School Association's video about concussions.
4. Inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition. Require certified athletic trainers to complete and submit a monthly report to the Illinois High School Association on student-athletes who have sustained a concussion during: (1) a school-sponsored activity overseen by the athletic trainer; or (2) a school-sponsored event of which the athletic director is made aware.

MOVEABLE SOCCER GOAL SAFETY

The Superintendent or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the IDPH. Implementation of the Act shall be directed toward improving the safety of movable soccer goals by requiring that they be properly anchored.

EXTRACURRICULAR AND CO-CURRICULAR PHILOSOPHY

Sherrard Jr/Sr High School is dedicated to extracurricular/co-curricular activities as a vital component of the overall education of a student. These activities will be a positive learning experience for the students if they can recognize that they may achieve their highest potential by embracing a lifestyle dedicated to participation, competition, integrity and self-discipline. In addition, participation in an activity is both an honor and a privilege, and such carries responsibilities commensurate with leadership roles. As participants, and as very visible representatives of Sherrard Jr/Sr High School, students have an obligation to represent themselves in an exemplary manner in extracurricular/co-curricular activities.

We would have our students recognized for the good, which they accomplish, but also made aware of the results of their actions, which would be detrimental to themselves or those they represent. They must realize that decisions and consequences are part of the learning of responsibility. Parents, community members, and law enforcement agencies should have as much of a commitment as school officials to enforce the code in order to make it effective and a part of the educational process.

EXTRACURRICULAR AND CO-CURRICULAR CODE OF CONDUCT

Pursuant to Board Policy 7:240 the following general code of conduct for extracurricular and co-curricular activities at Sherrard Jr/Sr High School subjects a student to disciplinary action if he/she commits any of the following violations:

1. While in competition, act(s) of unsportsmanlike conduct such as cheating, fighting, or verbal abuse of officials, contestants, coaches, or spectators.
2. Use of/or possession of tobacco, tobacco products, e-cigarettes, or vapor pens.
3. Use of/or possession of alcohol and any unauthorized substance, including look-alikes, and/or paraphernalia associated with these substances. In addition, a student who is present and remains where these substances are consumed/used will also be in violation of this code of conduct.
4. Use of/or possession of sports enhancement substances and/or performance enhancing drugs, including but not limited to anabolic-androgenic steroids.

There could be incidents of a legal nature at any time that could cause a student to be considered ineligible to participate in extracurricular activities over and above the penalties listed above.

DRUG AND ALCOHOL TESTING PROGRAM

The Board of Education believes that the use of alcohol or drugs by students presents a particular hazard to health, safety, and welfare. The Board encourages the students to participate in extracurricular/co-curricular activities, but it believes the opportunity to try-out and participate in school-sponsored extracurricular/co-curricular activities is not an absolute right. Rather, it is a privilege offered to eligible students on an equal opportunity basis. In addition, it is also a privilege to obtain a parking pass to drive to school.

To be eligible to try out for, or to participate in any school-sponsored extracurricular/co-curricular activities program and/or drive to school, students must agree to submit to testing for the use of drugs and alcohol, if selected, in accordance with Board Policy 7:240.

DRUG TESTING PROCEDURES

1. Rosters of student ID numbers are developed at the beginning of each sport season (Fall, Winter, Spring), these rosters include: students who drive to school, students that are on an athletic team or listed with an organization sponsored by the school.

2. Rosters of student ID's are then sent to a third party drug testing agency for them to complete a random selection of (10) high school students and (2) junior high students.

3. On the day of testing, the third party agency conducts the testing at a location at Sherrard Jr./Sr. High. The administrator in charge will inform the student they will be drug tested and take them to the location where the third party agency will conduct the test. School administration and personnel do not conduct the tests.

4. The third party agency will conduct a urinalysis. The provided specimen will then be sent to the agency's lab for testing.

5. If the sample comes back positive from the lab, the agency will contact the student's parents/guardians directly about the results.

6. The lab will also notify the administrator in charge of the positive test. The school administrator will contact the student and parents/guardians about a code of conduct violation on page 29 & 30 of the student handbook.

By agreeing to the student handbook, parents and/or guardians are giving consent for their student to be part of the random drug testing policy at Sherrard Jr./Sr. High School. For students to be able to participate in extra or co-curricular activities or the privilege to drive to school agreement to this policy is required.

If a parent or guardian chooses to opt-out of the random drug testing policy, they should contact the Activities Director. This would forfeit the opportunity for that student to participate in extra or co-curricular activities or the privilege to drive to school for that school year.

Students that refuse to give a sample will be in violation of the school's code of conduct policy.

Students that attempt to tamper with the sample will be in violation of the school's code of conduct policy.

HEARING RIGHTS

The parents or guardians of a student participant charged with a violation of the rules of the Extra Curricular/Co-Curricular Code of Conduct and procedure shall be given forty-eight hours for an opportunity for a hearing before the Superintendent or his/her designee. The designated administrator shall present the evidence of an alleged violation to the student and give the student an opportunity to respond to the charge. The Superintendent or his/her designee will determine whether the student shall receive the appropriate eligibility penalty set forth in this procedure.

EXTRACURRICULAR ACTIVITIES BEHAVIOR VIOLATIONS

FIRST OFFENSE

1. Suspension from 25% of athletic and/or activity contests/performances for violations of the Code of Conduct. Violations can include those infractions listed under Gross Disobedience or Misconduct in this Handbook. The suspension from an organization will be determined based on the organization's activity schedule. Reinstatement will be after the suspension and a parental conference with the Activities Director and Head Coach/Sponsor and the Social Worker, if appropriate. If necessary, this suspension will be carried over from one sport/activity season into another.
2. If drugs or alcohol are involved, mandatory contact with a school counselor and/or social worker and/or qualified external substance abuse counselor (at parent expense) is required. The athlete may not compete in contests until his or her coach/sponsor has received written notification from the counselor. This includes being "in the presence of" violations.
3. Voluntary admission of an infraction of the training rules regarding substance abuse WILL result in a suspension and will count as a first offense. In such cases mandatory contact with the school counselor is required. Voluntary admission suspension will result in the student being withheld from 15% of scheduled dates. If a student is in multiple activities simultaneously, the 15% penalty will be enforced on all activities. If the student fails to comply with the recommendations of the treatment or plan, the full penalty is reinstated. (The purpose of this provision is to allow a student to seek help. This voluntary admission may NOT be used by a student if the rule infraction is already known to the school and/or other authorities, which includes law enforcement. A student may use this provision only one time during their tenure at Sherrard Junior/Senior High School.)
4. Violators may additionally lose driving privileges for 45 school days.

SECOND OFFENSE

1. If alcohol and/or unauthorized substances are not involved, the student will be suspended from direct participation of all extracurricular activities for six months. This applies if the violation occurs within one calendar year of the first offense, otherwise it will be treated as a first offense. Violators will additionally lose driving privileges for 90 school days. If the six months does not occur within the student's sport or activity, then the suspension will include a minimum of half the season.

OR

2. If alcohol and/or unauthorized substances are involved (this applies to violation number 3 listed above and includes being "in the presence of" violation), the student will be suspended from direct participation of all extracurricular activities for one calendar year or for a six month suspension if the student and at least one parent agree to participate in an external qualified substance abuse program (see substance abuse policy). If the six months does not occur within the student's sport or activity, then the suspension will include a minimum of half the season.

THIRD OFFENSE

1. Permanent exclusion from all extracurricular activities at Sherrard Junior or Senior High School. (Note: After one year of exclusion, the student may submit a written request, with reasons, to the Principal for reinstatement in an activity(s).) The request may or may not be approved. Violators will additionally lose driving privileges for 135 school days.

The discipline will be administered to the sport during and/or following the infraction. The student must successfully complete the season for the suspension to be validated. Incoming freshmen and new students will serve any previous disciplinary infractions immediately upon enrolling at SHS. The student will need to successfully complete the season for the suspension to be validated.

CO-CURRICULAR ACTIVITIES BEHAVIOR VIOLATIONS

Any violation for these organizations will be subject to that organization's policy. These policies will be handed out at the first meeting by the sponsor. A consequence from an organization does not exclude any extracurricular

consequence during the current season or future season they are participating in. Students in violation of the code of conduct will have consequences consistent with the extracurricular policy determined by the activities director.

Enforcement

Nothing contained in this Handbook shall prohibit or limit the application of the District's regular student disciplinary rules and regulations to student participants in extracurricular or co-curricular activities.

Hearing Rights

The parents or guardians of a student participant charged with a violation of the rules of the ExtraCurricular/Co-Curricular Code of Conduct and procedure shall be given forty-eight (48) hours for an opportunity for a hearing before the Superintendent or his/her designee. The designated administrator shall present the evidence of an alleged violation to the student and give the student an opportunity to respond to the charge. The Superintendent or his/her designee will determine whether the student shall receive the appropriate eligibility penalty set forth in this procedure.

ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES

The IHSA requirements for extracurricular and co-curricular activities are based on semester grades. If a student receives two or more F's for a final semester grade, they will be ineligible for the following semester.

(One semester equals an 18 week period.)

SHS Weekly Eligibility

In order for high school students to participate in an IHSA extracurricular activity, they must maintain a passing grade in all of their classes on a week-to-week basis.

Students who are in extracurricular or co-curricular activities that have contests/performances on a weekly basis which are IHSA sponsored, must not be failing any course at the time eligibility is determined on a week-to-week basis.

- If a student is ineligible one week, they will not be allowed to participate in the contests/performances for the following week, but may practice. Students will be counseled by the Activities Director on how to improve grades.
- If a student is ineligible a second time they will be required to attend after school study hall or meet with the teacher(s) of the course(s) they are failing.
- If a student is ineligible a third time, the student may be removed from the team.

SHS NON-IHSA OR WEEKLY PERFORMANCE/CONTEST ELIGIBILITY

A student will not be allowed to begin participation in a performance/contest until they obtained a passing grade for all of his or her classes. If a student begins to fail a class during performance/contest preparation, then they will be required to report after school study hall. If a student does not show improvements, then they may be pulled from the performance/contest.

SJHS Weekly Eligibility

In order for junior high school students to participate in an activity, they may not have received more than one F for the previous quarter grade or final grade.

Jr. High students must be passing all classes each Friday with a D- or higher to be eligible.

- If the junior high student is ineligible one week, he/she will not be allowed to participate in the contests/performances for that week, but may practice. The student must report to after school study hall for one hour on Tuesday and Thursday or to morning study hall Monday – Thursday of that week (for a total of two hours). Students will set up time with the Activities Director when counseled about being ineligible.
- If a student is ineligible for two consecutive weeks, he/she will not be allowed to practice or participate in contests/performances for that week. The student must go to after school study hall on Tuesday and Thursday for the duration of the study hall. The student must meet with teacher(s) of the course(s) they are failing at least two times during the second week of ineligibility to be considered eligible the following week.
- The third week and thereafter, the student must meet with the teacher(s) of the course(s) he/she is failing at least three times a week until the student is successfully passing his/her class(s). If the student fails to meet with the staff member, he/she will be dismissed from the team.

SJHS NON-WEEKLY PERFORMANCE/CONTEST ELIGIBILITY

A student in an activity that is not covered by the above **(**drama, student council and yearbook) weekly check will have eligibility determined by the final quarter grade for participation in the next quarter. A student with any F for a final quarter grade will be ineligible for the next quarter. In order for junior high school students to participate in an activity, they must not have received an F for the previous quarter grade or final grade.

IHSA/IESA ELIGIBILITY REQUIREMENTS

For more information, please refer to http://www.ihsa.org

For more information, please refer to https://www.iesa.org/

RULES AND REGULATIONS

All students are governed by behavioral rules that allow the school, its staff, and students to function in an environment which promotes education and respect among staff, students and community. The basic rules are that students conduct themselves as ladies and gentlemen at all times.

The specific rules established by Board Policy 7:190, Student Discipline, which is included in this handbook, have these ideals in mind. However, when there is gross disobedience or a violation of the general conduct expectations that is not covered by this Handbook, the Principal shall exercise a fair and just discipline. In addition, the rules established by each teacher in his/her classroom shall be enforced as part of the school discipline code. Each student will be notified of each teacher's classroom rules and expectations at the beginning of class. The rules, policies, and disciplinary consequences summarized in this Handbook apply to all school functions and related activities.

SHERRARD JR./SR. HIGH SCHOOL STUDENT BEHAVIOR POLICY

The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

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

Prohibited Student Conduct

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
    a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
    b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
    c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
    d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
    e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
    f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in tablet or powdered form.
    g. Look-alike or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
    h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a weapon as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
5. Using or possessing a cellular telephone, electronic signaling device, two-way radio, video recording device, and/or other telecommunication device, unless authorized and approved by the Building Principal.

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Teen dating violence, as described in Board policy 7:185, Teen Dating Violence Prohibited.
12. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
13. Entering school property or a school facility without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.
15. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

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

Disciplinary Measures

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

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled may also be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law. The transfer shall be in the manner provided in Article 13A or 13B of the School Code.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, including but not limited to, illegal drugs (controlled substances), look-alikes, alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension and expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion. Students enrolled in the District's State-funded preschool program(s) may be temporarily removed or transitioned to a new program in accordance with federal and State law. State law prohibits the expulsion of students from the program(s).

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not

include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

School staff members shall not use isolated time out and physical restraints other than as permitted in Section 10-20.33 of the School Code, State Board of Education rules, and procedures developed by the Superintendent. Neither isolated time out nor physical restraints shall be used to discipline or punish a student.

Weapons

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including look alikes of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board 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 theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

Re-Engagement of Returning Students

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision, (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated [licensed] educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Assistant Building Principal, or Dean of Students is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

DISCIPLINARY ACTIONS

DETENTION POLICY

A student committing an act of insubordination in a teacher's class for which that teacher will make a first referral to the office, notify the parents' or guardians and may issue the student a detention to be served with the teacher. The student will be required to report to the teacher's room at designated time and he/she is to abide by all rules of the teacher in order to receive credit for the detention. Parental conferences may be by phone, in person or email. Should the student be referred to the office more than twice by the same teacher, the student may be assigned Saturday detention, in school suspension, or alternative consequence.

SATURDAY DETENTION

The assignment to Saturday Detention is the result of discipline action. It is intended to keep the student in regular classes during the week and still allow enforcement of school regulations. This detention will be considered a school day and all rules and procedures will apply.

The detention is held from 8:30 A.M. to 11:30 A.M. on scheduled Saturdays. Students must report on time and have pencil, paper, and something to read or study. It is a quiet environment without sleeping. Chromebooks will only be allowed with a teacher's note. Failure to follow the rules or to show up and serve the Saturday Detention will result in an in-school suspension.

Students will not be scheduled into more than four Saturday detentions in advance. Once they are assigned four consecutive Saturday detentions or if there are not enough scheduled dates at the end of the school year to serve the Saturday detentions, students committing offenses for which Saturday detention(s) is (are) normally assigned will be assigned in-school suspension in lieu of the Saturday detention(s).

SUSPENSION

In-School Suspension

In-School Suspension is an internal suspension, which removes the student from class for a period of time. The Superintendent and/or the building administrators may issue in school suspensions. Students will be expected to complete all work given to them. If In-School Suspension is not available, alternative discipline will be issued.

Out-of-School Suspension

Out-of-School Suspension is an external suspension, which removes the student from school and all school activities for a period of time. Worked missed by students is due to the teacher on the first day returning to class or a day agreed upon by the teacher.

A student is prohibited to be on school grounds or attend any school activity including those activities off school grounds during an out of school suspension.

Pursuant to Board Policy 7:200, the Superintendent and/or the building administrators have the authority to suspend, for a period not to exceed ten school days, students who are found to be guilty of acts of gross disobedience or

misconduct. Acts which have been committed on school property or adjacent thereto, acts committed while attending a school-related activity, acts committed while on a school bus or other school-authorized transportation, and acts which have a direct relationship to school may be considered as violations in which suspension may be utilized. All students will be afforded due process procedures and parents/guardians have the right to appeal any action taken.

1. Students will be given oral or written notice of the charges. Whether the student denies or admits the charges, the student shall be given an explanation of the evidence and the chance to present his/her version.
2. If an immediate informal hearing is not appropriate because the student's presence poses a continuing danger or disruption, then an informal hearing will be held as soon as possible.
3. Suspensions will be immediately reported to the student's parents or guardians and shall include a written notice containing the reason(s) for the suspension and the right of appeal will follow.
4. Upon request of the parents or guardians, a hearing shall be conducted by the School Board's appointed hearing officer.

EXPULSIONS

Pursuant to Board Policy 7.210, an expulsion removes the student from school and all school activities for up to two years, and he/she will not be granted credit for the semester in which the expulsion occurs. During the expulsion, a student is prohibited to be on school grounds or attend any school activity including those activities off school grounds during the time period of the expulsion.

Only a Board of Education can expel a student after providing an impartial hearing and finding that the student's continuing presence in school poses a threat or a substantial disruption to the school as required under SB100. Please see Board Policy 7:190 and 7:210 for more information regarding expulsion procedures. The student will be granted procedural due process.

The student and parents/guardians will be provided written notice of an expulsion hearing. The expulsion notice will be sent certified mail, return receipt requested. The expulsion notice shall contain the following information:

A. A statement of reason(s) for the proposed expulsion.

B. The potential maximum duration of the expulsion.

C. Time and place of expulsion hearing.

D. A statement of the parents' and/or guardians' right to be represented at the expulsion hearing by an attorney or other representative.

E. A statement of the parents' and/or guardians' rights and a copy of the expulsion hearing procedures.

EXAMPLES OF POSSIBLE CONSEQUENCES FOR CERTAIN OFFENSES

Students can expect to receive disciplinary consequences for the following infractions of school rules. This could be in the form of detentions, in school suspensions and out-of-school suspensions depending on the severity of the offense. the District reserves the right to impose such other additional consequences and counseling services as may be necessary

1. Insubordination which can be, but not limited to, failure to follow rules or directions.
2. Creating classroom disruption, excessive talking and/or bothering others
3. Disrespectful behavior to people/property to include, but not limited to littering, profanity, physical aggression and public displays of affection beyond holding hands
4. Fighting on school property or at school sponsored events
5. Loitering/being in the hallway without a pass or forgery of passes, notes, detentions, etc.
6. Excessive tardiness to school/class (this includes being excessively late to school or a single class period, as well as third and subsequent tardies to school or class)
7. Leaving the building without permission or under false pretenses. In addition, being in parked cars or parking lot without permission.
8. Damage to school property
9. Possessing or using tobacco products or e-cigarettes
10. Use of non-school related electronic devices in the educational setting (classroom, locker-room, gym) during the school day, including phones, mp3 players, video games, smart watches, etc.
11. Dress code violations (see student dress code section)

12. Being consistently unprepared for class
13. Other acts as determined by school staff

SUBSTANCE ABUSE

Any student of this school district involved with or participating in, consuming or using alcoholic beverages or unauthorized substances, including look-alikes or paraphernalia associated with unauthorized substances, or under the influence of same, or in possession of same, which has a direct effect on the operation of the school shall:

1. Enter into the district sponsored Substance Abuse Program, or
2. Appear before the Board for an expulsion hearing. Students and parents choosing option one shall follow the program outlined below:
    a. Parents shall be notified and a parent/student/administrator conference immediately scheduled during which the parents and students will contractually agree to participate in the Substance Abuse Program.

b. The student may be suspended from school for a period of up to ten days**.**

c. The student who has not yet completed the driver education program will have it delayed one quarter. The student who has completed the driver education program will have their school parking privileges revoked for two quarters.

The following procedure is for students and parents/guardians who contractually agree to enter the Substance Abuse Program. Any costs incurred are the responsibility of the student and/or his/her parents/guardians.

1. While the student is serving his/her suspension he/she will set up an appointment with a Substance Abuse Counselor outside of the school. The purpose of this appointment is to review the incident and to receive information and instructions regarding evaluation by an outside agency. A parent/guardian may be present with the student during this appointment.
2. The results of the evaluation at an outside agency will determine whether or not the student needs to go to a treatment center for additional evaluation before returning to school.
3. In addition to the evaluation phase, the student must complete a self-help program conducted by an outside agency, if recommended. Completing treatment at a local treatment center will waive this requirement.
4. When the student has satisfactorily completed steps 1, 2, and 3 above, he/she will have fulfilled his/her contractual agreement. Extended voluntary participation in the program is encouraged.
5. Any student who elects to participate in the substance abuse program as his/her option for violation of the substance abuse policy must complete the program. If a student fails to complete the program, he/she will be recommended for expulsion.
6. Students guilty of a second offense, while participating in or after having participated in the substance abuse program in the same school year, will appear before the Board for an expulsion hearing.

Any students seeking help with a substance abuse problem may voluntarily participate in a district approved program without disciplinary action being taken by the school.

BULLYING POLICY

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, physical appearance, socioeconomic status, academic status, pregnancy, parenting status, homelessness, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, order of protection status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.

3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4) applies only when a school administrator or teacher receives a report that bullying through this means has occurred; it does not require staff members to monitor any nonschool-related activity, function, or program.

Definitions from 105 ILCS 5/27-23.7

Bullying includes *cyberbullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school, and (vii) increase student accountability if the incident of bullying is based on religion, race, ethnicity, or any other category that is identified in the Ill. Human Rights Act.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below.

1. Using the definition of bullying as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (1) the District prohibits bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted; however, this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

Nondiscrimination Coordinator:

Dr. Johnson

507 3rd St. Sherrard, IL 61281

johnsonc@sherrard.us

309-593-4075

Title IX Coordinator:

Dr. Johnson

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Complaint Managers:

Alex Johnson

4701 176th Ave. Sherrard, IL 61281

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309-593-2175

Casey Wyant

209 1st Street, Sherrard, IL 61281

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309-593-2917

1. Consistent with federal and State laws and rules governing student privacy rights, the parents/guardians of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. As appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained within the 24-hour period.
2. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
    a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
    b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
    c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
    d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or

her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

1. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
2. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
3. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) *bullying*, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
4. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.
5. The Superintendent or designee shall post this policy on the District's publicly accessible website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
6. Pursuant to State law and Board policy 2:240, *Board Policy Development*, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:
    a. The frequency of victimization;
    b. Student, staff, and family observations of safety at a school;
    c. Identification of areas of a school where bullying occurs;
    d. The types of bullying utilized; and
    e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;

2) If no revisions are deemed necessary, a copy of Board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary; or

3) A signed statement from the Board President indicating that the Board re-evaluated the policy and no changes to it were necessary.

The Superintendent or designee must post the information developed as a result of the policy re-evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

1. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
    a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.

b. 2:265, *Title IX Grievance Procedure*. Any person may use this policy to complain about sexual harassment in violation of Title IX of the Education Amendments of 1972.
c. 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*. Any person may use this policy to complain about discrimination or harassment on the basis of race, color, or national origin in violation of Title VI of the Civil Rights Act of 1964 and/or the Illinois Human Rights Act.
d. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
e. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
f. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
g. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
h. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
i. 7:190, *Student Behavior*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
j. 7:310, *Restrictions on Publications; Elementary Schools,* and 7:315, *Restrictions on Publications; High Schools*. These policies prohibit students from and provide consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

2. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
   a. Communicating the District's expectation and State law requirement that teachers and other licensed employees maintain discipline.
   b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
   c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
   d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

LEGAL REF.:

105 ILCS 5/10-20.14, 5/10-22.6(b-20), 5/24-24, and 5/27-23.7.

405 ILCS 49/, Children's Mental Health Act.

775 ILCS 5/1-103, Ill. Human Rights Act.

23 Ill.Admin.Code §§1.240, 1.280, and 1.295.

CROSS REF.: 2:240 (Board Policy Development), 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:170 (Safety), 5:230 (Maintaining Student Discipline), 6:60 (Curriculum Content), 6:65 (Student Social and Emotional Development), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:185 (Teen Dating Violence Prohibited), 7:190 (Student Behavior), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:285 (Anaphylaxis Prevention, Response, and Management Program), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools)

ADOPTED: July 23, 2025

HAZING

Hazing is defined as act, including physical, mental, or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate him/her, or which may, in any fashion compromise his/her inherent dignity as a person. See gross disobedience/misconduct section of handbook for discipline.

COMPUTER AND INTERNET USAGE

The Sherrard School District has invested in the purchase of one to one technology for the Jr/Sr High. Thus, the use of computer and internet falls under the Chromebook Policy.

Chromebook Policy for Grades 1-8

Chromebook Policy for Grades 9-12

LOCKERS

Students are assigned lockers at the beginning of the school year. These lockers are school property and should be treated with care. Students will be assigned a combination that should be kept secret in order to protect the student's property. Sharing of lockers is not permitted. As school property, these lockers may be searched by school officials along with law enforcement personnel working with the school officials without the student's permission if it is necessary. Any contents in the locker are subject to search. School-assigned locks are the only ones that may be used on a locker. Non-school issued locks may be cut off. Faulty or problem lockers should be reported to the office immediately. The school is not responsible for losses.

SEARCHES

Pursuant to Board Policy 7:140, in order to maintain safety, order and discipline in the schools, reasonable searches of students, their personal belongings, their assigned school lockers, desks, parking lots, and other school property owned or controlled by the school, as well as personal effects left in those places and areas by students, without student notice or consent may be necessary. Students have no expectation of privacy in school property and equipment owned or controlled by the school including, but not limited to, lockers, desks, and parking lots or in any personal effects left in those places. School authorities (administration/liaison officer) may search school property, including lockers, through the use of specially trained dogs to locate illegal substances. Searches with the use of specially trained dogs may be done with the assistance of law enforcement officials.

ELECTRONIC DEVICES

SHS Cell Phone Policy

With district issued chromebooks, there is now less need for students to have cell phones with them for educational purposes. Therefore, cell phones and other personal electronic devices shall be kept in the students' lockers during the day except for lunch period when they can be used. Cell phones used inappropriately during lunch will result in revocation of cell phone lunch privileges.

Student use & possession of cell phones during the school day is a privilege. At Sherrard High School maintaining an appropriate academic environment and the integrity of the classroom is of the utmost importance. Following the cell phone guidelines written below protect the environment and integrity of the school. Abuse of the cell phone privilege will result in consequences for the students, which may include losing cell phone privileges for the remainder of the year. Students that are found in violation may have their phone confiscated by SHS staff.

To clarify, the possession and use of Cell phones and all functions within the cell phone (i.e. cameras and all other applications) are prohibited in the classroom and should be left in assigned student lockers. In addition, cell phones are prohibited in restrooms, all physical education areas and all school office areas. Teachers may require that students remove smartwatches at their own discretion in order to maintain a proper academic atmosphere.

Students using cell phones or other electronic devices in any manner that disrupts the educational environment, from within or from outside the classroom, or violates the rights of others including, but not limited to using the device in violation of our academic honesty policy, violating school conduct rules, harassing or bullying staff or students, photographing or video recording or using their device for unlawful purposes will be subject to more severe disciplinary action. *Students are prohibited from accessing, recording, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive (e.g. recording altercations), obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material. Students in violation of this policy will be sent to the Principal's office.* Photographing or taking video of any person in restrooms, locker rooms, or other restricted areas without the person's consent is illegal under Illinois law and federal law.

The Sherrard School District is not responsible for lost, damaged, or stolen cell phones.

Headphone, AirPod and Ear Bud Policy

Students are not permitted to wear headphones, air pods or ear buds during class time. Teachers have permission to make exemptions, if the specific lesson requires the use of listening devices other than cell phones. Students that are in violation of the policy may result in the confiscation of the device. Repeated offenses may result in additional disciplinary action including losing the privilege to have the item at school.

SJHS Cell Phone Policy

With district issued chromebooks, there is now less need for students to have cell phones with them for educational purposes. Therefore, cell phones and other personal electronic devices shall be kept in the students' lockers during the day except for lunch period when they can be used. Cell phones are not allowed in the classrooms or in the halls at passing times, other than going to or coming from lunch. Cell phones used inappropriately during lunch will result in revocation of cell phone lunch privileges. Phones are not allowed in book bags or to be carried throughout the day. This policy will be readdressed throughout the school year. If cell phone usage becomes a behavioral issue, further restrictions will apply up to total removal of cell phones at school. If a cell phone is taken from a student during the day, the phone will be returned at the end of the school day. The District assumes no responsibility for the care of the phone or any damages incurred.

If a student is in possession of a cell phone or personal electronic device in the classroom, they are subject to the following:

1st offense- warning issued from the teacher and phone returned to student locker.
2nd offense- one hour detention and parent notified.
3rd offense- Saturday detention, phone will be returned only to parent or guardian.
4th offense- two days of in school suspension
5th offense and beyond additional consequences may be issued by school administration

Any student who refuses to give up their cell phone/personal electronic device to a staff member is automatically issued a Saturday detention.

Repeated offenses will be dealt with accordingly.

Electronic Study Aids

Electronic study aids may be used during the school day if use of the device is provided in the student's IEP.

Examples of electronic devices that are used as study aids include IPads, Ipods, and laptop computers.

Examples of electronic devices that are not used as study aids include: handheld electronic games.

The School District is not responsible for the loss or theft of any electronic device brought to school, and electronic devices which are used in a manner that violates these rules may be confiscated by school officials or staff.

GOOD STANDING POLICY

Sherrard High School defines "Good Standing" as a combination of academic performance, citizenship, and attendance status. All students will start a school year as being in "Good Standing," unless otherwise noted by administration.

Failing to meet standards in one or multiple areas will result in the student being considered "Not in Good Standing," and he or she may lose the privileges such as, but not limited to, school dances, extra-curricular and/or special events.

For a student to be considered in Good Standing they must meet the following criteria:

- Daily attendance rate of 80% or better (excused absences will not be counted).
- Daily tardy rate of 20% or less
- Student does not have multiple failing classes
- No outstanding disciplinary actions
- Has not received an out-of-school suspension for the semester
- Has not received more than 1 in-school suspension for the semester
- Student has been unable to correct minor infractions (eg. accumulation or repetitive)

DRESS CODE/APPEARANCE

A student's appearance, including dress and grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency**.** Shoes and shirts must be worn at all times. Clothing must cover the core, *i.e.*, chest, torso, and undergarments. Hats, bandannas and hoods are only allowed in the classroom setting with teacher approval. Students in violation of this dress code will be subject to the changing of clothes immediately. Repeated offenses may result in further disciplinary action being taken.

**** Student must have clothes to change into or CLEAN clothes will be provided to the student**.** Parents will be notified by a school official when a student violates the dress code.

STUDENT LANGUAGE/STUDENT EXPRESSION

The administration reserves the right to prohibit student expression that will cause substantial disruption with school activities or violate the rights of others. Prohibited is the use of vulgar and offensive terms, as judged by the school administrators. Also prohibited is the use of any words or expression that are considered obscene to minors; are libelous or slanderous; advertise any product or service not permitted to minors by law; injures, harasses or invades the privacy of other people; or disrupts the orderly operation of the school. The distribution of non-school-sponsored written material shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the District.

LIBRARY/RESOURCE CENTER

The library offers a wide variety of resources that students can use for both classroom and personal use. These include print and audio books, and magazines, as well as many electronic resources.

Students may check out up to four books or magazines at a time for ten school days with two renewals. Magazines may be checked out for ten school days. Students will be charged for books that are lost, stolen, or damaged. Students who owe the library materials and/or money may not check out additional items until the library materials are returned, or the material paid for if lost.

During the school day, students are allowed to use the library if they have a pass from the teacher. Students must sign in and sign out when entering and leaving the library. Passes are not needed before and after school. The librarian or principal can cancel the privilege of using the library at any time. The library is available to students on regular school days from 7:15 A.M. to 2:45 P.M. Monday through Friday.

CAFETERIA

Meal Account Guidelines

The cafeteria offers two basic services. One is the hot lunch line, which includes a choice of meat, vegetable, a salad or dessert, milk, bread, and butter. The other choice is ala carte. Each item is priced individually, and several food items are offered each day. However, all cafeteria prices are subject to change. Free or reduced lunches are available to students whose parents meet the income criteria. Contact the office if you feel you qualify.

Our cafeteria uses computerized cash registers. Students use assigned ID numbers to purchase items. This allows students to use a debit system, which they can put money (minimum $3.00) on account ahead of time and the amount of the food items are deducted from their account. Money may be put into accounts via the website or by bringing money to the main office/commons before or after school only.

The conduct of all students in the cafeteria is expected to be respectful, mannerly and well-behaved. Classroom behavior expectations also apply to the cafeteria. Students are expected to return their trays to the dishwashing area, and all trash is to be placed into the proper containers. Violators will be dealt with accordingly.

- Sherrard Jr/Sr High School maintains a closed campus and students may not leave school during their lunch period.
- Students are to remain in the cafeteria until the end of their lunch hour. Any exceptions to this rule, the student(s) MUST have a pass from that teacher they are reporting to.
- No food should leave the commons/lunchroom area.

VISITORS

All visitors to Sherrard Jr/Sr High School must enter through the main junior or senior high entrance to be buzzed in and initially report to the building principal's office. Visitors must sign in at the office and be given a visitor's badge to wear while on campus. Failure to do so could result in trespassing. This visitor policy also includes visitors during the lunch periods. Students will not be allowed to bring visitors except parents/guardians to school. See Board Policy 8:30 for additional information.

ASSEMBLIES

Assemblies are provided for students for a variety of activities. Students are expected to conduct themselves in a manner which shows courtesy for the speakers or performers and for those students who are interested. Failure to do so can keep a student from all assemblies and/or cause the student to be assigned to detention.

PASSES/NOTES

A student who obtains a pass to a given area has the responsibility of remaining in that area for the entire time of the pass. Students are not permitted in halls during class time without a hall pass from an authorized staff member or unless accompanied by a staff member. A student must have a pass to use restrooms, go to lockers, etc.

OUTSIDE DRINKS AND FOOD IN SCHOOL

Drinks purchased in the school vending machines may be permitted in the classroom with permission of the teacher, when the teacher is present, and if it does not diminish instruction. The student and teacher are responsible for the cleanliness of the room. Students should not be allowed to leave the classroom to purchase drinks. No outside food (other than a sack lunch) will be permitted in the building during school hours. Open containers are not allowed in the

hallways and glass containers are not allowed in the building. Outside treats, for any reason, may not be brought into the school without prior approval from administration.

Food shall not leave the cafeteria without administrative approval.

Gum is allowed only in the classroom where the teacher permits it and only as long as it is properly disposed.

BOOK BAGS/BACK PACKS/MESSENGER BAGS/PURSES

Book bags, backpacks, messenger bags, and purses must be kept in lockers during school hours. They may not be taken to any class during any part of the school day. Exceptions may be made for certain reasons such as medical reasons, if approved in office.

USE OF TELEPHONE

The telephones in the office areas are for use only with permission in special situations. Emergencies, illness, or notification of parents for permission to leave school would be included in these special situations. Use of the phones for any reason will not be an excuse for tardiness to or absence from class.

WEIGHT ROOM

Students who wish to lift weights after school must follow a specified weight training program provided by coaches. No one is allowed to lift weights without supervision or permission by a staff member.

HEALTH EXAMINATIONS

Illinois law requires a student's parent(s)/guardian(s) to present proof that a student entering the 9th grade or enrolling in an Illinois school for the first time received the required health examination and immunizations against and screenings for preventable communicable diseases as required by the Illinois Department of Public Health. Unless an exemption or extension applies, proof of the required health examination and immunizations and screenings must be submitted by October 15. If the required proof is not submitted for a student by October 15, the student will be excluded from school until the required proof of health examination and immunizations and screenings are submitted to the District.

A student transferring from out-of-state who does not have the required proof of immunizations by October 15 may attend classes only if student has proof that an appointment for the required vaccinations is scheduled with a party authorized to submit proof of the required vaccinations. If the required proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, the student may no longer attend classes until proof of the vaccinations is properly submitted.

Exemptions

A student may be exempt on religious or medical grounds pursuant to State law and Board Policy. The October 15 exclusion date also applies to receipt and approval of the requested exemption.

To request an exemption on religious grounds, a student's parent(s)/guardian(s) must submit a completed Certificate of Religious Exemption form. The Certificate must detail the grounds for the objection and the specific immunizations or examinations to which the parent(s)/guardian(s) object. The Certificate must be signed by the student's licensed health care provider, confirming that he/she provided education to the parent(s)/guardian(s) on the benefits of immunization and the health risks to the student and to the community of the communicable diseases for which immunization is required in Illinois. The Board of Education determines if the content of the Certificate of Religious Exemption constitutes a valid religious objection. The Certificate is available on the Illinois Department of Public Health's or the Illinois State Board of Education's websites.

To request an exemption on medical grounds, the student's parent(s)/guardian(s) must provide written verification from the student's licensed health care provider. A student may be exempt based on a medical condition that contraindicates a specific immunization when documented by the student's licensed health care provider. In cases where the student's licensed health care provider states the lack of medical need for the required immunization, the licensed health care provider's statement, including documentation of proof of immunity, when applicable, shall be submitted to the Illinois Department of Public Health by the District accompanied by a release signed by the student's parent(s)/guardian(s). The student will not be excluded from school during the period of review, unless after the exemption date. The District will notify the student's parent(s)/guardian(s) upon receipt of the Department's decision and the decision shall be placed in the student's record. If the District is not able to obtain a signed release from the student's parent(s)/guardian(s) to submit the information to the Department for review, or if the Department determines the student is not exempt from the required immunizations, the student shall be determined to be noncompliant and subject to exclusion.

On or before December 1 of each year, the District must make public the immunization data that it is required to submit to the State Board of Education by November 15 of that year.

A health examination is required each year to participate in athletics. This exam can be the same as the school examination in the freshman year, if it is completed on the proper form. However, each additional year in which you participate in athletics requires an additional examination. This includes cheerleading and dance team.

HOMEBOUND AND HOSPITAL INSTRUCTION

According to Board Policy 6:150, students that have a qualifying medical condition, including pregnancy, may be eligible for homebound or hospital instruction. Any student that is receiving homebound instruction cannot participate in extracurricular activities.

ILLNESS/USE OF NURSE'S OFFICE

If a student is ill they should come to the office to see the nurse. However, if it is determined that a student is too ill to remain at school they must notify their parents to pick them up or allow them to leave. Before leaving, the student should have a parent talk to someone in the office. Students should not take advantage of the excuse of illness to leave class unless it is absolutely necessary. Students should not contact their parent about an illness before being seen by the school nurse. Students should report to the office prior to contacting parent/guardian.

MEDICATIONS

Pursuant to Board Policy 7:270, students who are required to take medication, prescription or over the counter, during the school day must have a School Medication Authorization From signed by the physician and a parent on file with the nurse before medication can be administered. All medications, whether prescription or over the counter, must be appropriately labeled before being brought to school. Prescription medications must be labeled with the child's name, prescription number, medication name/dosage, administration route/other directions, date, refill acceptable, licensed prescriber's name, pharmacy name, address and phone number, name or initials of pharmacist. Over the counter medications (OTC) (non-prescription medications) shall be brought to school with the manufacturer's original label with the ingredients listed and the child's name affixed to the container. All medications not approved for self-administration must be stored in the nurse's office. Medication permission forms are available at the high school and the district website at www.sherrard.us.

Self-Administration of Medication

Students may carry and self-administer their prescribed asthma medication, glucometers, epi-pens, insulin pens, and glucagon, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The School district shall incur no liability, except for willful and wanton conduct, as a result of an injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnity 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 an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

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

School District Supply of Undesignated Epinephrine Auto-Injectors

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated epinephrine auto-injectors in the name of the District and provide or administer them as necessary according to State law. *Undesignated epinephrine auto-injector* means an epinephrine auto-injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine auto-injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

Void Policy; Disclaimer

The School District Supply of Undesignated Epinephrine Auto-Injector section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine auto-injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine auto-injectors.

Upon any administration of an undesignated epinephrine auto-injector, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Upon implementation of this policy, the protections from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code apply.

No one, including without limitation parents/guardians of students, should rely on the District for the availability of an epinephrine auto-injector. This policy does not guarantee the availability of an epinephrine auto-injector; students and their parents/guardians should consult their own physician regarding this medication.

VISION SCREENING

Vision screening will be done, as mandated, for all students new to the district, special education students, eighth grade students, and for students referred by teachers in October and December. Additional exams will be conducted throughout the year as necessary. Students enrolling in school for the first time must have an eye exam, or provide present proof of receiving an eye exam within one year preceding the student's entry into school, by October 15th of the school year the student is being enrolled. This requirement may be waived for undue burden of lack of access to an optometrist or a physician who performs eye examinations. The Illinois Department of Public Health waiver form is available at the District's office or school office. The waiver must be submitted by October 15.

Please remember that a vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

This notice is not a permission to test and is not required to be returned. Vision screening is *not* an option. If a vision examination report is not on file at the school for your child and if you have not filed an objection to the screening on religious grounds, your child in the mandated age/grade/group will be screened.

COMMUNICABLE AND INFECTIOUS DISEASES

The School Board recognizes that the student with a communicable and chronic infectious disease is eligible for all rights, privileges and services provided by law and the District's policies, and the District shall balance those student rights with the District's obligation to protect the health of all District students and staff. Pursuant to Board Policy 7:280, school officials will observe all rules of the Illinois Department of Public Health regarding communicable and chronic infectious disease, and decisions whether to allow infected students to remain in the regular classroom setting will be made on a case-by-case basis. If an infected student is excluded, every reasonable effort shall be made to provide the student with an adequate alternative education, including the possibility of homebound instruction. Excluded students shall be re-evaluated at least once every 60 days. Parents who disagree with the student's alternative educational placement may appeal the decision to the School Board within 10 days of receipt of the decision. See Board Policy 7:280 for more detail.

STUDENTS WITH FOOD ALLERGIES

School attendance may increase a student's risk of exposure to allergens that could trigger a food-allergic reaction. A food allergy is an adverse reaction to a food protein mediated by the immune system which immediately reacts causing the release of histamine and other inflammatory chemicals and mediators. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, a Food Allergy Management Program using a cooperative effort among students' families, staff members, and students helps the District reduce these risks and provide accommodations and proper treatment for allergic reactions. If your student has a life-threatening food allergy, please notify the Principal, Tim Wernentin at 309-593-2175.

STUDENTS WITH DIABETES

If your student has diabetes and requires assistance with managing this condition, please submit a Diabetes Care Plan to the Principal . Parents/guardians are responsible for and must:

1. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes Care Plan.
4. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

NOTICE OF CPR AND AED VIDEOS

Students and parents are encouraged to view the video on hands-only cardiopulmonary resuscitation (CPR) and automated external defibrillators (AED), which are available on the Illinois High School Association's website and the Illinois State Board of Education's website at http://www.isbe.state.il.us/school_health.htm.

TEEN DATING VIOLENCE PROHIBITED

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. Please see Board Policy 7:185 for additional information regarding the District's teen dating violence policy

SUICIDE AWARENESS AND PREVENTION

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression and awareness are important Board goals. See Board Policy 7:290 for more information regarding the District's suicide and depression awareness and prevention policy.

ACCIDENTS AND INJURIES

Procedures are established for caring for a student who has suffered an accident ranging from those requiring simple cleansing to those for which professional assistance is required. A copy of these procedures shall be readily available in every principal's office and distributed each year to every parent/guardian. All staff members shall be expected to understand and follow such procedures. For any but minor occurrences, the parent should be contacted.

WORK PERMITS

Work permits for minors (ages 14 and 15) are issued through the principal's office. A student who needs a work permit must obtain a statement of prospective employment form from the principal's office prior to applying for a work permit.

The student may make application for a work permit when the following criteria are met:

1. A statement of prospective employment form has been submitted.
2. Approval of the principal is obtained to work during the school year.
3. Proof of age, which could include a birth certificate or school records.

Parent/guardian must be present when the student applies for the permit.

NOTE: Employment certificates (for minors 14 and 15 years of age) will be issued by our office only after the issuing officer is satisfied that the employment will serve the best interest of the minor, and only upon application in person of the minor desiring employment. The law prohibits issuing certificates for certain types of jobs.

VOTER REGISTRATION

Eligible district students may register during the months of May and September for voting during their lunch periods. Students must bring a valid ID in order to register.

LOST AND FOUND

A lost and found area is maintained in a designated area. Any item that is found by a student or staff member should be turned into the office. The owner can claim it after proper identification.

SECURITY

Video surveillance is in use in our facility to provide for security of school facilities and property to promote student safety, and to encourage proper student behavior. Students and visitors have no reasonable expectation of privacy on school grounds and may be recorded at any time, except as prohibited by law.

Students and visitors could be subject to a request to submit to a Breathalyzer and/or metal detector search while on school property or while attending any school activity, or a student may be directed to undergo such a test if a reasonable suspicion exists that the student is under the influence of drugs, alcohol, or other controlled substance or in possession of a weapon.

ENTRANCE

Sherrard Senior High Students are to enter and exit through the main High School doors only. High School students are not permitted to enter the building through the Jr. High entrance. Students not using appropriate doors may be subject to student discipline.

SCHOOL SAFETY DRILLS

School safety drills will be held periodically throughout the year as required by Illinois law. Students are to follow the directions of their teacher or bus driver as outlined for each room or bus. Regardless of whether it is a drill or the actual warning, students should react in the same calm manner and follow all instructions.

In case of fire or other situations requiring exit from the building, students should be aware of the exits they are supposed to take from the classrooms in which they are located. Exit routes are posted in each room and you should know which exit is designated for that room. The exit by students will be signaled by the fire alarm and/or warning over the intercom. You should return to the building only when you are instructed to do so.

In case of tornado or other severe weather, you will be warned by a repeated succession of bells over the intercom. With this warning you should move to the inside walls of your classroom area or along the walls in the hallway away from any areas of glass. Students should kneel down, face the wall, and cover their heads with their arms. You should remain in this position until you are instructed otherwise.

In the event of an earthquake, you should seek shelter under your desk with your head covered. If there are no desks, quickly move to an inside wall, away from glass and overhead light fixtures or other hanging objects, kneel down facing the wall, and place your head between your knees. After the tremor stops, use your emergency drill exit to clear the building. After exiting from the building, proceed to the football field to await further instructions.

In the event of an emergency situation students and staff could be asked to remain in certain areas until instructed otherwise.

FIRE ALARM/DEFIBRILLATOR

Our fire alarm is a safety device to protect our students in case of an actual emergency. Setting off a false fire alarm/defibrillator will result in suspension from school, possible expulsion, and filing of criminal charges.

SCHOOL CLOSINGS

In case school is closed because of inclement weather or other reasons at the last moment, it will be announced over most local radio/TV stations or you will be contacted by School Reach on your telephone

If it is announced the night before, it could be on the evening television news in addition to the radio.

FUNDRAISING

Fund raising activities by an organization should be limited if at all possible. In order for a fundraising activity to be approved it should be submitted to the Activities Director first and then to the Principal. The primary reason for this is to ensure that there are not conflicting dates or too many activities at one time. As outlined in Board Policy 7:325, only school-sponsored student organizations and recognized parent organizations/booster clubs/educational foundations may solicit students for fund raising activities.

STUDENT SOLICITATION

No outside organizations, commercial enterprises, or individuals can sell or advertise on school grounds. At the discretion of the principal non-profit organizations may advertise events through the school. Approval of all announcements and posters must be obtained in advance through the building principal.

ANNOUNCEMENTS

All school announcements are usually made during first hour. Anyone wishing to have an announcement made should have it turned into STV by emailing firstfive@sherrard.us with a staff member's signature indicating prior approval.

Any signs or posters that are to be put up in the building needs to be approved through the Principal's office beforehand.

CLASSROOM PARTIES

A classroom activity such as a "party" for special occasions should be held to a very minimum. However, in certain instances approval can be granted with permission of both the classroom teacher and the Principal. All classroom parties need to adhere to the district Wellness Policy unless express permission is granted by administration.

WELLNESS POLICY

Student wellness, encompassing good nutrition, physical activity, and a healthy environment, shall be promoted in the District's educational program, school activities, and meal programs. See Board Policy 6:50 for additional information regarding school wellness.

SPECIAL ACTIVITIES

Activities or special occasions that require student participation such as dress up days, elections, and assemblies, should be approved first by the by the Principal.

FIELD TRIPS

Various field trips are taken throughout the year to enhance curriculum. Teachers will send information home about the trips as they occur. Parents are sometimes asked to chaperone on the trips when additional chaperones are required. Students must return to school with their class after the field trip.

While educational field trips are a valuable facet of the curriculum, it is a privilege, not a right for students to attend. Students are expected to conduct themselves in such a manner as to be a credit to their school, community, parents/guardians, and themselves. The administration reserves the right to withhold any trip participation from any student upon conferring with teachers, staff, bus drivers if it is determined that the student's academic, attendance, and/or behavior excuses him/her from such activities.

DANCES

Dances are designed for Sherrard High School students and their dates. If Sherrard High School students bring a date, they must follow proper procedures for signing in their date. No junior high students or anyone 21 years of age or older will be allowed to be dates of Sherrard High School students.

Junior High dances are designed for Sherrard Jr. High students. No Sherrard Sr High student is permitted to attend Jr. High dances. Permission to attend is subject to student behavior and academic performance.

"Grinding," "twerking" or any other dancing considered inappropriate is prohibited and may be considered grounds for removal from a dance.

PROM ACTIVITIES

The prom is an activity held by the junior class to honor the graduating seniors. It is held in the spring and is open only to juniors and seniors. Underclassmen may attend only if they are the guest (date) of a junior or senior at Sherrard. Appropriate attire is required. The coronation is open to families of juniors and seniors.

HOMECOMING

Homecoming is an activity held in the fall. It is planned and organized by the All School Senate and approved by the Principal. It currently involves selection of a Homecoming Court, parade, bonfire-pep rally, football game, and dance. Only students in grades 9 or above and/or alumni are permitted to attend the dance.

STUDENT AND FAMILY PRIVACY RIGHTS

Pursuant to the federal Protection of Pupil Rights Amendment ("PPRA") and Board Policy 7:15, all surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in Board Policy 6:10, Educational Philosophy and Objectives, or assist students' career choices. This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) will be notified.

The student's parent/guardian may:

- Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
- Refuse to allow their child or ward to participate in the activity described above.
- The school shall not penalize any student whose parent/guardian exercised this option.

Instructional Materials

Parents have a right to inspect any instructional material used as part of their child's educational curriculum. The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio- visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments. Parents should submit their written request for access to inspect to the Superintendent or Principal.

Third Party Surveys

Parents have a right to inspect every survey or evaluation created by someone outside the District that is intended to be administered to students in the District. Parents will be notified via *[mail, newsletter, etc.]* of any upcoming third party surveys and provided a reasonable period of time within which to request access to inspect the survey. Parents should submit their written request for access to inspect to the Superintendent or Principal.

Protected Information Surveys

Parents must be notified, and their consent must be obtained, before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey"):

1. Political affiliations or beliefs of the student or the student's parent/guardian;
2. Mental or psychological problems of the student or the student's family;
3. Behavior or attitudes about sex;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom students have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or the parents/guardians; or
8. Income (other than as required by law to determine program eligibility).

Parents will be notified via *[mail, newsletter, etc.]* of any upcoming protected information surveys and provided a reasonable period of time within which to request access to inspect the survey. Parents should submit their written request for access to inspect to the *[Superintendent/Principal/Assistant Superintendent]*.

Social Media Passwords

The District may not request or require a student to provide a password or other related account information to gain access to the student's account or profile in a social networking website. However, this does not prohibit the District from conducting an investigation or requiring the student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. As part of the District's investigation, a student may be required to share the content that is reported in order to make a factual determination.

Physical Exams or Screenings

Parents must be notified in writing prior to any non-emergency, invasive physical exam or screening required as a condition of attendance that is administered by the school or its agent, except for hearing, vision, or scoliosis screenings; any physical exam or screening permitted or required under State law or authorized by Board policy; or an evaluation administered in accordance with the *Individuals with Disabilities Education Act* (IDEA). Parents who object to the administration of any such exam or screening may opt their child out of the exam or screening by submitting a written request to the *Superintendent or Principal* at least one day prior to the scheduled date of administration.

Selling or Marketing Personal Information

Parents must be notified, and their consent must be obtained, before school officials or staff collect, disclose, use, or distribute personal information obtained from students for the purpose of marketing or selling that information, except in limited instances as set forth in Board Policy 7:15. Students' personal information will never be distributed or sold to business organizations or financial institutions that issue credit or debit cards. Parents will be notified via *[mail, newsletter, etc.]* of any such activities and provided a reasonable period of time within which to request access to inspect the instrument to be used to collect the information. Parents should submit their written request for access to inspect to the *Superintendent or Principal*

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, S.W.

Washington, D.C. 20202-5901

STUDENT RECORDS

Federal and Illinois law, as well as the Board of Education's Student Records Policies 735, 735.01, 735.02, and 735.03 and administrative procedures, govern the maintenance of, access to, and release of student records. The Board Policy and procedures are available upon request from the Office of the Superintendent.

Permanent Record and Temporary Record

The District maintains both a permanent and temporary record for each student.

The permanent record consists of basic identifying information concerning the student, his or her parents' names and addresses, the student's academic transcript, attendance record, health record, *[record of honors and awards received, information concerning participation in school sponsored activities and organizations,]* scores received on all Illinois assessment tests administered to high school students, and a record of release of this information.

The temporary record consists of all other records maintained by the District concerning the student and by which the student may be individually identified. The temporary record must contain a record of release of information contained in the temporary record, scores received on the Illinois assessment tests administered to students through the eighth grade, information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in punishment or sanction of any kind, accident reports, and information regarding an indicated report of child abuse.

Right to Inspect and Copy

A parent, or any person designated as a representative by a parent, has the right to inspect and copy the student's permanent and temporary records, except as limited by the Policy or by law. (Parents/guardians against whom an

order of protection has been issued do not have any right to access or inspect their child's student records.) A student has the right to inspect or copy his or her permanent record. To review the student's record, a parent must make a written request to the District. The request will be granted within fifteen school days after the date of receipt of the request. The District may charge a fee of 35 cents a copy for the record. This fee will be waived if the parent is unable to pay.

Release of Information

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

1. to a District or State Board of Education employee or official with a demonstrable educational or administrative interest in the student,
2. to any person for the purpose of anonymous research, statistical reporting or planning,
3. in an emergency situation, if necessary to protect people's health and safety,
4. in connection with a student's application for or receipt of financial aid,
5. during an audit or evaluation of federally-supported education programs,
6. as allowed under the Serious Habitual Offender's Compensation Action Program,
7. to a governmental agency for the investigation of a student's school attendance,
8. if the information is directory information, as explained below, and the parent has not informed the District that such information is not to be released,
9. to accrediting organizations in order to carry out their accrediting functions, or
10. to the Illinois Department of Healthcare and Family Services for purposes of school breakfast and lunch programs.

The District may also be required to release student records without parental consent to the following individuals or in the following circumstances, as long as parents/guardians are first notified of their right to inspect, copy or challenge the contents of the records to be released:

1. to the records custodian of a school to which the student is transferring;
2. pursuant to a court order (including subpoena);
3. to any person as specifically required by law; or
4. pursuant to a reciprocal reporting agreement, or to juvenile justice authorities when necessary to complete their official duties.

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

Challenging a Record

A parent also has the right to challenge or seek amendment to any entry in the student's school record, except for (1) academic grades; (2) name and contact information of the District's Official Records Custodian; and (3) references to expulsions or out-of-school suspensions (if the challenge to expulsions or suspensions is made at the time of a student transfer).

Parents may challenge or seek amendment to a student's school record by claiming that the record is inaccurate, irrelevant, improper, misleading, or violative of the student's privacy rights.

Destruction of School Records

Board Policy also provides time lines for the destruction of student records. Parents will be notified of the destruction schedule of the student's records at the time of graduation, transfer, or permanent withdrawal from the District. Permanent records are kept for at least sixty (60) years after the student leaves the District. Temporary records are kept for at least five (5) years after the student leaves the District. Student temporary records are reviewed by the District every four (4) years or when a student changes attendance centers to eliminate out-of-date, misleading, inaccurate, unnecessary, or irrelevant information. A parent has the right to copy any information contained in a student record that is proposed to be destroyed.

Upon graduation or permanent withdrawal of a student with a disability, special education records, and other information contained in the student's temporary record that may be of continued assistance to the student may, after

five (5) years, be transferred to the custody of the parent or to the student if the student has succeeded to the rights of the parents.

Directory Information

The law and Board Policy designate certain information as "Directory Information." Directory Information consists of identifying information, including the student's name, address, gender, grade level, birthdate and birthplace, academic awards and honors, information relating to school-sponsored activities, organizations, and athletics, period of attendance in the school, and his/her parent's names and addresses.

This information will be released to military recruiters and institutions of higher education upon their request and to the general public from time to time by way of the yearbook or student directory. Directory information released to military recruiters and institutions of higher education shall only consist of the student's name, address, and telephone listing.

If a parent wants to prohibit or limit the District's release of any or all of his/her child's Directory Information to military recruiters, institutions of higher learning, or the public, the parent must inform the District in writing that information concerning his/her child should not be released, or that the parent desires that some or all of this information not be designated as Directory Information.

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

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

SERVICE ANIMALS

The use of service animals, including dogs and miniature horses, individually trained to perform tasks for the benefit of a student with a disability, are permitted to accompany a student at all school functions, whether in or outside of the classroom.

BEHAVIORAL INTERVENTIONS FOR STUDENTS WITH DISABILITIES

District #200 has a policy and procedures related to the use of behavior interventions for students with disabilities as required by law. See Board Policy 7:230 and Administrative Rule 715.01 A.R. for further detail. The Board will furnish a copy of its local policies and procedures to parent(s)/guardian(s) of all students with individualized education plans as required by Board Policy 7:230 and by law. *In accordance with the requirements set forth in 105 ILCS 5/2-3.130 and Public Act 102-0339, a district oversight team has developed a specific plan that includes procedures to reduce the use of physical restraint, time out, and isolated time out (RTO). The Board-approved plan is available to view on the District website.* For more information about the District's Behavioral Interventions Policy/Procedures, contact the school principal or the District's Special Education Director,

HEALTH EDUCATION CURRICULUM

As part of our curriculum, one or more units may be taught regarding sex education, sexual abuse, family life, diseases, and AIDS. If parents/guardians do not wish for their student to participate in one or more of these units, please send a written letter to the building principal or classroom teacher so that alternative instructional materials may be provided for the student. Notification will be sent home prior to the first day that instruction begins.

ADMISSION OF NEW STUDENTS

Parents/guardians of students enrolled in the District for the first time must present:

1. A certified copy of the student's birth certificate within 30 days of enrollment;
2. Proof of residence in the District as prescribed in Board Policy 7:60;
3. Proof of disease immunization and the required physical examination; and
4. Certificate of good standing indicating that the student is not currently suspended or expelled.

Pursuant to Board Policy 7:50, a student seeking to transfer into the District must serve the entire quarter of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

RESIDENCY

General Education Students

A student may attend school in District #200 on a tuition-free basis if student resides with a person who is a resident within the District's boundaries and who has legal custody of the student.

A student may also attend school in this District on a tuition-free basis if the student is a legal resident of the District as defined by the Illinois *School Code*.

A regular education student who is homeless shall be considered a resident of the District if the student is physically living within the District boundaries, even if unable to produce records normally required for enrollment. In addition, pursuant to the Illinois *Education for Homeless Children Act* (105 ILCS 45/1-1 et seq.), a homeless student will be considered a resident of the District if the student attended a school in the District when the student was last permanently housed or the student was last enrolled in a school in the District. If a dispute arises regarding the homeless child's rights, the child's parent(s)/guardian(s) shall be directed to the District's Homeless Student Liaison.

Special Education Students

Special residency rules apply for students who qualify for special education. For additional information regarding residency of students with disabilities, contact The Special Education Director.

Non-resident Students

Non-resident students may attend District #200 schools upon the Superintendent's approval of a parent/guardian request for non-resident admission. Such requests may only be granted subject to the conditions set forth in .

BILINGUAL EDUCATION

Pursuant to Illinois law and Board Policy 6:160, the District will make available to students of limited English-speaking ability a transitional bilingual educational program. Students of limited English-speaking ability will be assessed and monitored, and parents will be notified in English and the parents' primary language of their child's enrollment in such a program.

PESTICIDE REGISTRY

Parents may choose to place their names on a registry for notification of pesticide application in or on school grounds. Placement on this registry will provide a 48-hour prior notification of the application unless it was an emergency application. Parents may contact the school office for placement on the registry.

ASBESTOS MANAGEMENT PLAN

The high school building contains asbestos in certain areas. As a result, the building is required by law to have an asbestos management plan. The asbestos plans are stored in the school offices and are available to the public for review.

SEX OFFENDER REGISTRY

Under the guidelines of the Sex Offender Registration Act, a sex offender is required to register with local law enforcement agencies. A sex offender database and information regarding sex offender registration can be found on the Illinois State Police website, (www.isp.state.il.us) under the link for sex offender information.

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SCHOOL VISITATION RIGHTS ACT

Under Illinois law, an employer must grant an employee leave of up to a total of eight hours during any school year, and no more than four hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during non-work hours. However, no leave may be taken by an employee of an employer that is subject to this Act unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave. Employees must make prior arrangements with their employer and verification forms are available in the school office.

UNDESIGNATED EMERGENCY MEDICATION

Sherrard School District may maintain a supply of: Undesignated asthma medication which may be administered by school nurse or trained personnel, when they, in good faith, believe a person is having respiratory distress. Respiratory distress may be characterized as mild-to-moderate-to severe. Sherrard School District is participating in the State of Illinois' Undesignated Emergency Asthma Medications Program.

Undesignated epinephrine injectors which may be administered by school nurse or trained personnel, when they, in good faith, believe a person is having an anaphylactic reaction.

Undesignated opioid antagonists which may be administered by school nurse or trained personnel, when they in good faith, believe a person is having an opioid overdose.

Parents/Guardians will be notified when emergency medications are administered.

Parents/guardians of students should not rely on the District for the availability of undesignated medications. Nor does this guarantee the availability of undesignated medications.When a school nurse or trained personnel. administers an undesignated epinephrine auto-injector to a person whom the school nurse or trained personnel in good faith believes is having an anaphylactic reaction, administers an opioid antagonist to a person whom the school nurseor trained personnel in good faith believes is having an opioid overdose, or administers undesignated asthma medication to a person whom the school nurse or trained personnel ingood faith believes is having respiratory distress, notwithstanding the lack of notice to the parents or guardians of the pupil or the absence of the parents or guardians signed statementacknowledging no liability, except for willful and wanton conduct, the school district, public school and its employees and agents, and a physician, a physician assistant, or an advance practice registered nurse providing standing protocol and a prescription for undesignatedepinephrine auto-injectors, an opioid antagonist, or undesignated asthma medication, are toincur no liability or professional discipline, except for willful and wanton, conduct, as a result ofany injury rising from the use of an undesignated epinephrine auto-injector, the use of an opioid antagonist, or the use of undesignated asthma medication, regardless of whether authorization was given by the pupil's parents or guardians or by the pupil's physician, physician assistant, or advanced practice registered nurse.

Parents/Guardians are to indicate when they register their student if they do not wish for their child to receive emergency medication.