

## **STERLING HIGH SCHOOL HANDBOOK**

Directory Information 2007-2008

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Attendance 622-4181

Fax. No. 622-4157

Activities: 622-4115

Music: 622-4112

Auditorium: 622-3542

Website: [www.sterlingschools.org](http://www.sterlingschools.org)

### Sterling High School Staff

Jerry Binder, Principal

Lori Adell, Secretary

Jessica Bicknell, Associate Principal

Teri Holldorf, Secretary

Nathan DeLany, Activities Director

Elaine Forward, Secretary

Janet Barnhart, Dean of Instruction

Greg King, Dean of Students

Peter Goff, Dean of Students

Andi Sumerfelt, Attendance Secretary

Mary Rhodes, Secretary

Tom DePasquale, Counselor

Kaileen Banaszak, Counselor

Kathy Thome, Counselor

Margo Jakobs, Student Services Counselor

Kris Hippen, Secretary/Registrar

Cindy Schott, Nurse

Michael Henry, School Resource Officer

Tim Schlegel, Auditorium Director

### Sterling C.U.S.D. #5 Administrative Services

Tad Everett, Superintendent

Tim Schwingle, Assistant to the Superintendent

Jason Austin, Director of Student Services

Jeff Hippen, Director of Instructional Technology

Cheryl Robinson, Director of Staff Development

Sterling C.U.S.D. #5 Board of Education

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## **MISSION STATEMENT**

Unit 5 Schools, in partnership with parents and community, will create a caring environment in which all students can learn. This partnership shall empower all students to become responsible learners and decision-makers as they prepare for the 21st Century.

## **BELIEFS**

The following beliefs shall guide our efforts in the pursuit of excellence:

We recognize that parents shape their children's motivation, confidence, and academic success by being interested and involved in their academic development. We are committed to providing opportunities for parents and the community to take an active role in the education of children.

We recognize that the students' active participation in learning insures an opportunity for success. We are committed to instructional activities that involve students, staff, and parents in a cooperative effort to produce individual growth.

We recognize the diversity of students' socioeconomic backgrounds and cultural heritage and its impact upon the educational setting. We are committed to providing a variety of educational experiences on an equitable basis.

We recognize that the social, political, and economic vitality of our nation depends on the ability of students to learn how to think critically, to process and adapt information, and to adjust to a rapidly changing society. We are committed to assisting students in the development of problem-solving skills and the acquisition of knowledge needed to employ those skills.

We recognize that effective instruction is the result of teaching practices and patterns documented by educational research. We are committed to providing staff development opportunities for all teachers so that they can implement more effective teaching strategies.

We recognize the impact of technology on our lives, both at home and at work. We are committed to providing our students and teachers with experiences in technology that will enhance their problem-solving abilities.

We recognize the impact of individual responsibility upon the preservation of democratic ideals. We are committed to teaching the responsibilities of citizenship.

We recognize the inherent need of individuals to express themselves through aesthetic involvement. We are committed to providing appropriate and varied opportunities in the arts.

We recognize the need for global awareness. We are committed to providing students information, skills, and understanding necessary to deal with the social, environmental, and political problems of the world.

We recognize that we can always improve. We are committed to encouraging risk taking among the staff and students as they pursue academic excellence.

**FRESHMEN ACADEMY  
2008-2009**

The purpose of the SHS Freshman Academy is to group freshmen in nearby classrooms, with a team of teachers providing intensive academic instruction and support, in order to increase student success and thereby reduce failure and dropout rates. The failure or success of a student's ninth grade year usually determines if he or she will graduate from high school.

**Freshman Facts**

- **Nationally, more ninth grade students fail the ninth grade than any other grade.**
- **Poor and minority students are twice as likely as others to be retained.**
- **Students who repeat at least one year are three times more likely to drop out of school than students who have not failed a grade.**
- **Among 14 - 15 year-olds who struggle with basic reading and math skills, 20% drop out of school within two years. National studies have shown that if kids are successful in their freshman year, they're much more likely to finish high school.**

**MISSION STATEMENT**

*The Freshmen Academy will create successful students that demonstrate good character.*

**DISCIPLINE**

**Tardies**

1st-2nd	Warning
3 <sup>rd</sup>	15min detention
4 <sup>th</sup>	30min detention
5 <sup>th</sup>	Send immediately to the Dean's office and team conference

\*When tardy to any class, the student must be the last to leave.

\*\*Students will be given FIVE passes per semester. The passes will be secured in the student handbook and must be carried at all times. They may be used to avoid a tardy, for the restroom, locker, offices, nurse, etc... Passes may be used at teacher discretion.

**Student IDs**

School ID's must be worn.

**Dress Code**

Dress code will be enforced according to the Student Handbook.

This could become a team conference issue.

**Late Work**

Each teacher may have their individual late work policy.

**Make-up Work**

Policy may vary teacher to teacher.

Generally, students will have a minimum of two days per absence to make-up missing work. Additional policies will be communicated to parents/guardians of freshmen during the evening orientation meeting.

**Food/Drink**

No food or drink will be allowed in the classrooms unless it is teacher-sponsored.

**Electronic Devices (iPods, Cell Phones, etc...)**

Electronic Devices may be used only before/after school and during lunch.

**Backpacks**

Backpacks will not be allowed in classrooms.

The rationale for this policy is that the freshmen lockers are located by their core classes, making access to their materials more readily available.

**ACADEMY STAFF  
2008-2009**

ENGLISH	Laura Carbaugh Dar Nettleton Jennifer Drew
MATH	Jil Gates Jeff Neubauer Teacher
SOCIAL STUDIES	Teacher Tyler Gaumer
SCIENCE	Connie Doty Connie Jones Deb Sandholm
SPANISH	Jean Sanders
SPECIAL ED.	Maggie Block Cindy Slock Rebecca Koerner
PE	Laura Miller
ELECTIVES:	Art- Joie Roddy Home Economics- Rita Kelly & Becky Reiley French- Amy Poirier Music- Mike McCoy Health- Jon Schlemmer Tech Zone- Stuart Roddy

### **STUDENT RIGHTS AND RESPONSIBILITIES**

All students are entitled to enjoy the rights protected by the Federal and State Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

This section is developed in capsule form to explain general rules, policies and procedures at Sterling High School.

### **STATE SCHOOL REPORT CARDS**

State School Report Card information can be found on the District website at [www.sterlingschools.org](http://www.sterlingschools.org). Paper copies are also available in the Sterling High School office in both English and Spanish.

### **CRISIS PLAN**

Each school within Unit 5 has developed a crisis response plan. This plan has been developed in the case of dangerous circumstance or emergency situation. The staff reviews this plan frequently ensuring understanding and offering revisions if necessary. Please contact your building principal if you have any questions.

### **AUTOMOBILE AND PARKING PRIVILEGES**

Students who choose to drive themselves to school should realize that driving is a privilege. The school administration reserves the right to restrict parking privileges at any time for any reason. **Vehicles parked on school grounds may be searched by school officials upon reasonable suspicion.** Students driving to school must register their automobile(s) in the school office. **Students will receive a parking sticker that must be displayed in their rear driver side window.** Students who do not register their cars will be denied parking privileges on campus. **Students and their families should be aware that the district is not responsible for accidents occurring on school property.**

Students parking on school grounds must follow these regulations:

1. Display a Sterling High School Parking Sticker in the rear window on the driver's side.
2. Park only in designated areas.
3. Do not loiter in the parking lot or in cars at any time.

Motorized bikes and motorcycles are not to use the main parking lot. They may park along the fence on Fourth Avenue between Miller Road and LeFevre Road. All bicycles are to be parked in racks provided on Fourth Avenue. It is suggested that bicycle students use a lock to secure their bikes.

## **Sterling Schools – Student Transportation Policies**

### **Bus Transportation Guidelines**

The school district provides bus transportation according to State of Illinois guidelines for those who live at least one and one-half miles from school. Most students will be bused on either K-5 bus routes or 6-12 routes. Some students in the less populated rural areas will be bused on K-12 routes. Half-day kindergarten students that qualify for busing will be provided bus transportation. Specific information on pickup times and bus locations will be mailed to families prior to the beginning of school. This information will also be posted on the school website at [www.sterlingschools.org](http://www.sterlingschools.org). During school registration, parents will be able to sign up their students for bus transportation dependent upon the student's home address. If a student does not sign up for bus transportation at registration, the student will not be assigned to a bus route. Additionally, all middle school and high school students scheduled on a bus route will have a school bus icon on the face of the school ID. All middle school and high school students will need to show their school ID to board the bus. After the first week of school, those middle school and high school students not carrying the proper school ID will not be allowed to board the bus.

### **Special Transportation Arrangements**

Special arrangements for student bus transportation are allowable according to the following school guidelines. All special bus transportation requests from parents must be submitted in writing by completing the **Application for Change in Transportation** form that is available at registration or at the principal's office. The principal and the director of transportation will have final approval or denial of such requests. Without the receipt of an approved **Change in Transportation** form, the student will be dropped off at the usual stop. Please note that even after completion of the form, busing will not be provided to different locations for different days of the week. Completion of the form only allows for students to be dropped off in one location at the end of the school day that is different from the pickup location. With the amount of students riding the bus, multiple options for pickup and drop off points dependent upon the particular day of the week would be impossible to manage for the drivers and could jeopardize the safety of the students. We realize that emergencies do arise and the school principal may allow for exceptions when appropriate.

Parents will be required to sign a contract to be returned to the school stating that they have reviewed these guidelines with their students prior to the riding the bus. Parents and students are reminded that all school buses have video cameras taping both video and audio.

The National Highway Transportation Safety Administration (NHTSA) keeps records for the entire nation on bus accidents. According to NHTSA findings, the number one cause of bus accidents in the nation is driver distraction from students. The inclusion of bus behavior guidelines in the school district is not to make the job of the bus driver easier, but to ensure the safety of the students. For this reason, violation of the school bus behavior guidelines is taken seriously and will result in disciplinary action.

### **Progressive Bus Discipline Policy**

Riding on the bus is an extension of the school day. The driver has the authority to assign seats. The sexual, racial and religious harassment policies and weapons, tobacco and drug policies of Sterling Schools will be strictly enforced on the bus as well as at school. Parents and students are reminded that riding the bus is a privilege, not an entitlement. All students riding the bus are required to abide by the guidelines listed in the previous section. Failure to abide by the rules may result in disciplinary action and even suspension of bus privileges. Acts of misconduct by students riding the school bus have been categorized into two different classes for determination of appropriate disciplinary action. The classes are as follows:

#### **Class I Offenses**

- Disobeying the driver
- Leaving seat while the bus is in motion
- Running on the bus
- Harassing other students on the bus
- Yelling or screaming on the bus
- Opening windows without permission from the driver
- Eating or drinking on the bus (Water is ok)
- Chewing gum on the bus
- Littering on the bus
- Using obscene language on the bus

#### **Class II Offenses**

- Damaging the bus (Including graffiti)
- Fighting on the bus
- Throwing objects at, on, or from the bus
- Extending arms, legs or head out of the bus windows
- Unauthorized exiting or entering the bus through the emergency door
- Smoking or lighting matches on the bus

As previously mentioned, riding the bus is a privilege and committing acts of misconduct as noted above will incur disciplinary action. The severity of the discipline will depend on the frequency of misconduct and the class of the offence. The following guidelines will be used by the school principal in determining the appropriate disciplinary action to be taken.

**Class I Offenses Progressive Discipline Table**

- 1<sup>st</sup> Offence - Verbal Warning from the driver
- 2<sup>nd</sup> Offence- Written violation to principal, Letter sent to parents
- 3<sup>rd</sup> Offence- 30 minute detention
- 4<sup>th</sup> Offence- Three day suspension of bus privileges-**Safety video**
- 5<sup>th</sup> Offence- Ten day suspension of bus privileges
- 6<sup>th</sup> Offence- Suspension of bus privileges for remainder of school year

**Class II Offenses Progressive Discipline Table**

- 1<sup>st</sup> Offence - Three day suspension of bus privileges – **Safety video**
- 2<sup>nd</sup> Offence - Ten day suspension of bus privileges
- 3<sup>rd</sup> Offence - Suspension of bus privileges for remainder of school year

**Students suspended from the bus for the first time, will be required to view a short safety video in the principal's office with one of the student's parents before resuming bus privileges.**

For offences deemed by the principal as dangerous (e.g. an action that could endanger the safety of other passengers), immediate action shall be taken, including an automatic indefinite removal of bus riding privileges, without following the usual progressive discipline policies. In such instances, the principal will contact the parents immediately.

In all instances, the principal may designate a staff member responsible for such duties.

**BUS TRANSPORTATION**

School bus transportation is a service provided for eligible students in accord with the SCHOOL CODE OF ILLINOIS and policies developed by the Board of Education of this school district. Eligible students are identified by a current school bus pass issued by the school.

School bus riders, while in transit, are under the jurisdiction of the school bus driver unless the school designates some adult to supervise the riders. It is recommended that all riders, parents or guardians of riders, and school personnel become thoroughly familiar with the following regulations governing school bus riders. The SCHOOL CODE OF ILLINOIS states that the school board shall have the power to suspend, or by regulations, to authorize the superintendent of the district or the principal of any school to suspend pupils guilty of gross disobedience or misconduct on the school bus from riding the school bus. In the event that this may become necessary a hearing review will be held upon request. **To insure the safety of your children, all school busses will have cameras on them. The actual taping will be audio and video.**

1. Be on time at the designated school bus stop -- help keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
  
4. Do not leave your seat while the bus is in motion.
5. Be alert to a danger signal from the driver.
6. Remain in the bus in the event of a road emergency until instructions are given by the driver.
7. Keep hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out of the bus window.
8. Remember that unnecessary confusion diverts the driver's attention and could result in a serious accident.
9. Be absolutely quiet when approaching a railroad crossing.
10. Treat bus equipment as you would valuable furniture in your own home. Never tamper with the bus or any of its equipment.
11. Assist in keeping the bus safe and sanitary at all times.
12. Carry no animals on the bus without permission of the school bus driver and the principal.
13. Keep books, packages, coats and all other objects out of the aisles.
14. Leave no books, lunches or other articles on the bus.
15. Be courteous to fellow pupils and the bus driver.
16. Help look after the safety and comfort of small children.
17. Do not ask the driver to stop at places other than the regular bus stop; he/she is not permitted to do this except by written authorization from your school principal.
18. 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. Then wait for a signal from the bus driver permitting you to cross.
19. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperones appointed by the school.
20. Smoking, as well as lighting of matches or lighters, will not be permitted on the bus.
21. Possession of alcohol and or illegal drugs is strictly against the law and is forbidden.

## **HEALTH SERVICES**

The school nurse is on duty from 7:30 a.m. to 3:30 p.m. with one hour for lunch to be chosen by the nurse. Her office is located in room 219. All students who are injured on the school premises should report, or be reported to the nurse immediately. In case of an emergency and the nurse is not in her office, report to the Main Office. In case of an accident, the nurse/designee may give first aid. All students requesting permission to leave school because of illness should do so in the nurse's office. An adult family member or emergency contact person must be contacted before signing out in the Attendance Office. Arrangements for MDX (medical excuse from PE) should be made with the nurse during PE class time or before school if time permits.

## **ADMINISTERING MEDICINES TO STUDENTS**

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

No School District employee shall administer to any student, or supervise a student's self-administration of any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is signed by the both the student's parent(s)/guardian(s) and health care provider. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures. A student may possess medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) have 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 any injury arising from a student's self-administration of medication or the medication's storage by school personnel. Parent(s)/guardian(s) must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of medication or the storage of the medication by school personnel.

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

Students, who are required to take medication, and fail to do so, could be subjected to SHS disciplinary procedures.

Parents always have the option to come to school and administer the medication themselves.

## **INSURANCE**

An optional insurance program is provided for all students. Students who participate in interscholastic athletics and vocational work programs are required to carry insurance.

Since the coverage and cost varies from year to year, specific information on insurance is made available each year prior to the start of school.

## **WORK PERMITS**

A student must have a work permit for any regular after-school job if he or she is between the ages of 14 and 16. The application for a work permit, available in the main office, needs to be completed and signed by the prospective employer and returned to the main office by the student. Upon receipt of the completed application, the work permit will be issued and a copy sent to the state registry.

## **LOCKERS**

Student hall lockers will be assigned to students at registration. **STUDENTS MUST USE ONLY THEIR ASSIGNED LOCKER. School lockers are subject to search upon reasonable suspicion.** Students are entitled to their own locker to avoid theft issues and being implicated in drug or alcohol found in lockers

1. The ownership of the locker is maintained by the school district and the student is granted a limited use of the locker solely in accordance with these regulations. It is the responsibility of the students to report lockers that are not working properly to the main office.
2. The only items that may be placed in the lockers are articles of clothing, school books or supplies relating to school use, lunches and personal items which the student is legally entitled to have in his possession.
3. Lockers may be searched by the school administration at any time.
4. Student locks must be authorized by the school. Unauthorized locks will be removed at the student's expense. Any padlock not returned, lost or damaged will result in a \$4.50 replacement fee.
5. Students must use only their assigned lockers. Students **shall not** share their locker or their locker combination with other students
6. Students should not write on the inside or the outside of their locker. Any such incidents will be considered vandalism.
7. **The school is not responsible for lost or stolen property.**

## LOCKER LOCATIONS

1 - 53	105 Hall	594 - 646	105 Hall
54 - 97	120 Hall	663 - 735	Main Office Hall
114 - 187	1st Floor Science	752 - 933	2 <sup>nd</sup> Floor Science
188 - 268	Band Hall	939 - 1005	Main Office Hall
291 - 324	149 Hall	1056 - 1140	Business Hall
325 - 421	Music Hall	1141 - 1219	270 Hall
422 - 440	149 Hall	1220 - 1274	Elevator Hall
441 - 505	1st Floor Science	1275 - 1403	270 Hall
518 - 533	Home Ec Hall	1412 - 1438	282 Hall
534 - 593	120 Hall	1439 - 1548	Business Hall

## LOST AND FOUND

Lost something lately? Perhaps it is in the Main Office, where a student may reclaim an article by properly identifying it. "Found" articles, except library books, should be taken to the Main Office.

## LUNCH HOUR AND CAFETERIA

Wholesome, economical, hot meals can be purchased in the cafeteria. Those who prefer to bring lunches will be able to supplement them with items purchased at the snack bar. Each student is responsible for disposing of his or her own trash and tray. Trash in the immediate area of each student is considered to be his/her responsibility. Misbehavior in the cafeteria may result in assigned seats, and or suspension.

Since many classes are in session during the lunch hour, students are to stay out of the corridors until five minutes before their class is scheduled to resume.

## PUBLIC RELATIONS, RADIO, TELEVISION, NEWSPAPERS, WEB SITES

Pictures of Unnamed Students. Students may occasionally appear in photographs and videotapes taken by school staff members, other students, or other individuals authorized by the Building Principal. The school may use these pictures, without identifying the students, in various publications, including the school yearbook, school newspaper, and school web site. No consent or notice is needed or will be given before the school uses pictures of unnamed students taken while they are at school or school-related activity.

Pictures of Named Students. Many times, however, the school will want to identify a student in a school picture. School officials want to acknowledge those students who participate in a school activity or deserve special recognition.

Parents must notify the school principal if they do not want their child's name or picture released to the media for public recognition of student achievements, class projects or promotional purposes.

Channel 11. Channel 11 often posts information about Sterling High School as well as news and events throughout the district.

## **PUBLICATIONS**

### **School-Sponsored Publications**

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

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

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

### **Non-School-Sponsored Publications**

The fostering of student discussion and debate on a wide variety of topics outside the classroom setting is consistent with and beneficial to the educational mission of the school district. Such student expression serves as a natural extension of the educational lessons learned within the classroom by reinforcing the specific subject matter taught, by requiring the use of critical thinking skills, by promoting tolerance for diverse and sometimes unpopular views, and by teaching socially appropriate form of civil discourse and expression. Therefore, students shall be allowed to express their own views on issues which touch their lives and share them with other students even when these views may be unpopular or controversial.

Nevertheless, the Board of Education has a duty to insure that the manner in which these views are expressed and the views themselves do not conflict with the basic educational mission of the School District. The students' rights to express their own views in school, thus, are not coextensive with the rights of adults and must be exercised in light of the maturity level of students involved and the special characteristics of the school environment. Therefore, the school district will not permit student expression which: (a) causes substantial disruption of the proper and orderly operation and discipline of the school or school activities; (b) violates the rights of others; (c) is socially inappropriate or inappropriate due to the maturity level of the students; or (d) is primarily intended as an immediate solicitation of funds.

The Board of Education recognizes that there are additional concerns raised when students seek to distribute written material to a large number of students in the school or on school grounds. Schools are not public forums for unlimited use by either students or non-students but are to be used as means to accomplish the Board of Education's educational mission. In addition, prior to high school,

students have not developed sufficient experience and education in critical review of external resource materials. Accordingly, in order to accomplish the Board of Education's educational mission, yet allow students the opportunity to communicate with their fellow students, widespread student distribution of written material in elementary and middle schools shall be limited to material primarily prepared by the students themselves.

Additionally, the Board is especially cognizant that such widespread distribution of written material necessarily affects a large group of students who are required to be in school and thus have little opportunity to avoid another student's expression; may cause students, parents, and members of the public to perceive that such material bears the imprimatur of the School District; and may cause disruption and confusion unless regulated as to time, place, and manner of distribution. Therefore, the distribution of such material shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the School District.

### **STUDENT RECORDS**

The District will maintain two sets of school records for each student: a permanent record and a temporary record.

The permanent record includes:

1. basic identifying information
2. academic transcripts
3. attendance records
4. accident and health reports
5. information pertaining to release of this record
6. honors and awards
7. school-sponsored activities and athletics
8. Score received from all state assessment tests administered at the high school (PSAE and ACT etc.)

The temporary record may include:

1. family background
2. intelligence and aptitude scores
3. psychological reports
4. achievement test results
5. participation in extracurricular activities
6. honors and awards
7. teacher anecdotal records
8. disciplinary information, including information regarding any punishment for student misconduct involving drugs, weapons, or bodily harm to a staff member
9. special education files
10. verified reports or information from non-education persons
11. verified information of clear relevance to the student's education
12. information pertaining to release of this record

**The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and student over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:**

1. The right to inspect and copy the student's education records within 15 school days of the day the District receives a request for access.

Students less than 18 years of age have the right to inspect and copy their permanent record. Parent/guardians or students should submit to the school principal (or appropriate school official) written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent(s)/guardian(s) or eligible student of the time and place where the records may be inspected. The District charges .15 cents per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c, 105 ILCS 10/5a, and 750 ILCS 60/214(b)(15)).

2. Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the school principal or records custodian, clearly identify the part of the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parent(s)/guardian(s) or eligible student, the District will notify the parent(s)/guardian(s) or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a

special task (such as an) attorney, auditor, medical consultant, or therapist); or a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll as well as to any person as specifically required by State or federal law. Before information is released to individuals described in this paragraph, the parent(s)/guardian(s) will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

The right to challenge school student records does not apply to: (1) academic grades of their child, and (2) references to expulsions or out-of-school suspensions, if the challenge is made at the time the student's school student records are forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other person and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. The right to a copy of any school student record proposed to be destroyed or deleted. Before a student's record is actually destroyed, the parent or eligible student must be notified and be given reasonable time to inspect the record. For mass record destruction, notification by publication is sufficient to meet the notification requirement.

5. The right to prohibit the release of directory information concerning the parent/guardian's child. Throughout the school year, the District may release directory information regarding students, limited to:

1. Name
2. Address
3. Gender
4. Grade level
5. Birth date and place
6. Parents'/guardians' names and addresses
7. Academic awards, degrees, and honors
8. Information in relation to school-sponsored activities, organization, and athletics major field of study

9. Period of attendance in school.

Note: Any parent(s)/guardian(s) or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period, unless the parent(s)/guardian(s) or eligible student is specifically informed otherwise.

6. The right contained in this statement: 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 State law.

7. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U. S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

**NON-CUSTODIAL PARENTS' RIGHT TO INFORMATION**

All pertinent information regarding the progress of a child will be shared with non-custodial as it would with custodial parents. Federal law (Federal Education Rights and Privacy Act) and state law (Illinois Student School Records Act) mandate that non-custodial parents receive the same consideration as custodial parents and should receive such information as:

- report cards
- statewide test results
- invitations to parent-teacher conferences
- access to child's records
- other information shared with the custodial parent

The only way in which a non-custodial parent may be denied access to this information is if there is a court order specifically prohibiting the non-custodial parent's contact with the school. The request from a custodial parent in itself is not enough to deny access to a non-custodial parent.

**USE OF THE TELEPHONE**

The use of the office phone is limited to school business. Students may use classroom phones with teacher permission. Students **should not** be allowed to leave class to use the telephone. Students should inform parents not to call them to the phone or to ask that messages be delivered except for important reasons.

**PLEDGE OF ALLEGIANCE**

Section 27-3 of the Illinois School Code states that pupils in public, elementary and secondary schools shall recite the Pledge of Allegiance every day. The Pledge of Allegiance is said over the intercom in the main office at 8:00 a.m. every school day with students and staff participating in their respective classrooms.

**AFTER SCHOOL**

In general, students should leave the school building by 3:30 p.m. If it is necessary for students to wait for their parents or for buses, they may do so within the main lobbies, provided they observe good school conduct. Students may remain after 3:30 p.m. to participate in extracurricular activities, however, be out of the building by 3:30 p.m. unless they are under direct supervision of a teacher.

Many student activities are held at the high school in the evening. Students should use the entrance closest to the activities for admission.

**CLOSED CAMPUS**

Sterling High School has a closed campus policy for all students. Seniors have the opportunity of scheduling an unscheduled hour provided they have earned Prairie State Achievement Exam (PSAE) scores that meet or exceed state standards and they have submitted an unscheduled period request form signed by their parent/guardian. Any student who enrolls in an Early Bird (EB) class may select an unscheduled 7<sup>th</sup> period that semester. Students who ride the bus may not have unscheduled hours at the end of the day. Decisions on granting unscheduled hours will be made by Associate Principals on an individual basis. No student is guaranteed an unscheduled hour. Students may not request a schedule change for the purpose of an unscheduled hour. Students with unscheduled hours must be in the library working or off campus.

## REQUIREMENTS FOR GRADUATION

A student's grade level classification is determined by the number of credits earned.

**22 Total Units of Credit are required for graduation**

<u># of Credits</u>	<u>Required Subjects</u>
Class of 2008, 2009, 2010 and 2011	
3	English
3	Mathematics
2	Science
1/2	Elective Social Studies
1	U S History
1/2	Government*
1/2	Consumer Education
1/2	Health
1/2	Driver Education (or another ½ credit of Physical Education)
3	Physical Education **
1	Business OR Technology OR Fine Arts OR WACC OR Foreign Language
6 1/2	Electives

- \* A passing grade in Government requires passing the Constitution test.
- \*\* Unless doctor's statement of disability or approved exemption form is filed.

**Note:** College preparation requires 4 years of English, 3-4 years of Math, (through Algebra 2), 3-4 years of Science, 3 years of Social Studies, 2-3 years of either Foreign Language, Fine Arts or Vocational.

**STERLING ALTERNATIVE DIPLOMA**

Students who qualify must successfully earn the following credits to receive a Sterling Alternative Diploma.

3 credits	English
½ credit	Oral Communications
2 credits	Mathematics
1 credit	Science
2 credits	Social Studies (1 credit U. S. History and ½ credit Government)
1 credit	Either Foreign Language, Fine Arts, or Vocational Ed.
½ credit	Consumer Education
½ credit	Health Education
	Required Credits = 10.5 and Elective Credits = 7

**TOTAL CREDITS REQUIRED**      17.5

**Sterling High School Pathways Academy Alternative School Classroom Rules and Contract**

**\* Note: All rules and policies in the Sterling High School Student Handbook apply to Alternative School. In addition the following rules and policies apply:**

1. I understand that I will miss **no more than 10 days** per semester. If I do miss more than 10 days that may be grounds for my dismissal from the alternative program.
2. I understand I must arrive at school no later than **15 minutes** tardy or I will not be allowed into class. I also understand that for every **5 tardies** I accumulate I will be dismissed from school for **one** day and that day **will count** towards my absences.
3. I understand that at no time is tobacco permitted. I may not smoke or chew tobacco outside, to, from, or in class.
4. Before coming to school I will not drink any alcoholic beverage or use any substance that might impair my thinking or behavior. If a staff member **SUSPECTS** I have, I will be reported to the School authorities.
5. I will sit and study at **ANY AREA ASSIGNED** by the Alternative teacher. I will comply without resistance.
6. I will **bring with me** to class writing utensils (pens or pencils) and a calculator or other items needed for the course I am studying.

7. I will respect the rights and property of other students and will in no way damage any property of the school.
8. I will not use profanity or inappropriate language. This may be grounds for dismissal for the day.
9. I understand that Alternative School is designed for students who wish to pursue their education and who are willing to work for it. I also understand that my effort and attitude will be a measure for my ability to continue in the Alternative program.
10. I understand that all work **MUST** be completed during class time in the Alternative classroom. Absolutely **NO** materials may be taken **outside the Alternative classroom. There will be no book bags allowed.**
11. I understand that if I am caught cheating this may be grounds for dismissal from the Alternative program.
12. I recognize that poor attendance, behavior, or lack of effort (no work being done on a daily basis) can be grounds for removal from the Alternative program. If I am asked to leave class **5** times, that will be grounds for removal.
13. I understand that I will be **taking 2 courses a quarter** in the Alternative program. That will be **4** courses for the semester. The only exceptions to this rule are with administrative and teacher approval under unique circumstances.
14. I understand there will be **no carry over** days for the next quarter and/or semester. My work will be done within the assigned time.
15. I understand that attending Alternative school is a privilege. Failure to adhere to the above rules and regulations can lead to dismissal from the program.
16. I understand that the only time I will be allowed on the Internet will be with special permission from the instructor. If found on the Internet, I will be dismissed from class for the day.
17. Upon arriving at Alternative School, I agree to go directly to the classroom and not linger outside the building. Any student who is enrolled in the Alternative program is not allowed in any other area in the high school building without administrative approval. Being found in the high school, outside the Pathways Academy, is a ten day out-of-school suspension, and it may be grounds for dismissal and/or I may be charged with Criminal Trespassing.

## **REQUIREMENTS FOR EARLY GRADUATION**

Students must apply to their guidance counselor for early graduation upon completion of seven semesters of school attendance and/or when they have met all graduation requirements.

Notification of the student's request and verification of the student's eligibility for early graduation will be given to the building principal by the guidance counselor. Students completing requirements mid-year will be eligible to participate in the graduation ceremony in May; however, students completing requirements after summer school are not eligible to participate in a ceremony.

The Superintendent or designee shall implement procedures for students to graduate early.

## **GRADUATION CEREMONY**

All students participating in the ceremony will be required to wear unaltered caps and gowns. **In compliance with the new law for special needs students, a student who fits the appropriate category will be eligible to walk through the graduation ceremony with their classmates. This will be determined by the building principal on a case-by-case basis.**

## **PHYSICAL EDUCATION EXEMPTION PROCEDURES**

### *Academic Exemption Procedures*

The guidance counselors are responsible for overseeing the following academic exemption procedures:

1. Academic exemptions are available for 11<sup>th</sup> and 12th grade students who have a schedule of seven credits and need an exemption from the physical education course because of one of the following two reasons:
  - A. All seven credits in the schedule are specific courses required for admission to an institution of higher learning, and failure to take such classes will result in the pupil being denied admission to the institution of his or her choice.
  - B. All seven credits in the schedule are required for graduation from high school, and failure to take such classes will result in the pupil being unable to graduate.
2. Students and guardians requesting an academic exemption must complete the "Physical Education Exemption Request Form".

3. If a student with an academic exemption drops one or more of the seven credits the academic exemption will be void and the student will return to a physical education class immediately unless the exemption form includes an approved athletic exemption (i.e., a sport in which the student will participate falls in that semester). The counselor's office will inform the physical education lead teacher of the addition of this student to physical education and, if applicable, provide a revised exemption form to the physical education lead teacher. The physical education lead teacher will assign the student to an activity or study hall.

*Athletic Exemption Procedures*

The physical education lead teacher is responsible for overseeing the following athletic exemption procedures:

1. Athletic exemptions are available for 11<sup>th</sup> and 12<sup>th</sup> grade students who have a schedule of five, six, or seven credits.
  - A. The schedule may include five, six or seven non-physical education classes during the semester(s) of the sport(s), or
  - B. The schedule may include physical education credit, in which case the student may choose to have a study hall:
    1. For the entire semester(s) during which the sport(s) falls, or
    2. for that portion of the semester(s) during which they actually participate in the sport(s). See note at end of form regarding physical education grades.

Note: Students who have fewer than five credits are not eligible for an athletic exemption.
2. Students and guardians requesting an athletic exemption must complete the "Physical Education Exemption Request Form".
3. A student with five, six or seven non-physical education classes shall be enrolled in physical education class immediately if:
  - A. The student drops below five credits. The physical education lead teacher will:
    1. assign the student to an activity if the student is not in a sport that semester.
    2. assign the student to their choice of an activity or study hall if the student will be participating in a sport that semester. See note at end of form regarding physical education grades.
  - B. The student quits the sport, does not make the team, or does not go out for the team, although the student will be given an option of staying in seven non-physical education classes and making up a semester of physical education if time permits.

4. A student taking a study hall during a sport shall:
  - A. Return to physical education class immediately if the student quits the sport, does not make the team, or does not go out for the team. It is the student's responsibility to return to physical education when the exemption has become void.
  - B. Meet immediately with the physical education lead teacher if the student has an extended injury or illness or concludes their sport season. The purpose of the meeting will be to determine a date for the student's return to physical education. It is the student's responsibility to meet with the physical education lead teacher.
5. A student currently participating in physical education may begin the athletic exemption immediately upon the official IHSA starting date or when the varsity squads are announced, whichever is later, provided athletic paperwork has been completed. Those students who do not have completed paperwork will remain in physical education until the beginning of the next unit.

Note: In order to receive a letter grade for physical education the student must complete 2 of the 4 units of instruction that semester. Those students not completing 2 of the 4 units will receive a Pass (P) for the semester, which is not calculated into the grade-point-average.

#### **EXEMPTION FROM PHYSICAL ACTIVITY**

A child may be exempted from some or all physical activities when the appropriate excuses are submitted to the school by parent(s)/guardian(s) or by a person licensed under the Medical Practice Act. Parents should send a note explaining the nature of the illness or minor injury and requesting that the student be excused from PE. If the problem is of a more serious nature requiring that the student be excused for a week or more, a note from the physician is needed. If a student is unable to participate in physical education class, he/she should not be allowed to participate in sporting events or extra-curricular activities that day.

Alternative activities and/or units of instruction will be provided for pupils whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in the physical education courses.

## **PHYSICAL EDUCATION UNIFORM REQUIREMENTS**

All classes will meet in the gym and will sit in teacher assigned areas. Exception will be the CPR and Navigator classes.

Each day classes will participate in teacher directed calisthenics and cardiovascular conditioning for overall fitness development prior to breaking out to individual class activities. Students who fail to participate in these activities are subject to loss of points effecting their daily grade and overall grade.

During this time attendance and dress check will be completed by the instructor.

### **Dress Policy**

**All students are required to wear Sterling PE uniform shirt and shorts. Student's names need to be written on the appropriate spot on the uniform and no other writing should be on the uniform. Sleeves are not to be torn off or altered.**

**Tennis shoes must also be worn.**

Sweats are allowed for outside activity and must be worn over the PE uniform. Students wearing sweat clothes need to verify with their instructor that they have their PE uniform on underneath sweat clothes. **Jeans or street clothes are not allowed.**

**Borrowing Uniforms:** Students who forget to bring their uniform are allowed to borrow a school uniform 3 times per unit. They must check the uniform out and return it at the end of the hour. Failure to return the uniform results in loss of borrowing privileges and the student will be charged for the lost uniform.

**Failure to Dress:** Each time a student fails to dress a referral will be written. Upon the 5<sup>th</sup> time not dressing the student will be removed from PE for the semester and no credit will be earned. Failure to dress affects the points for the day.

**Tardies:** Students are given 5 minutes after the class bell to get into their uniform and be seated on the gym floor in their assigned spot. If a student is not seated in his/her spot he/she will be marked tardy. Physical Education follows the school's tardy policy

**Fitness Testing:** In order to receive and credit for fitness testing which is calculated into your semester grade you must attempt/complete all 4 tests. The only exception to this is if you have a DOCTOR'S medical excuse.

**Medicals:** Students who are unable to participate in PE for ½ or more of the unit due to a physician documented medical condition will be assigned a medical packet by the instructor in order to earn their credit. The medical excuse must be the result of the doctor's order and paperwork must be completed with the school nurse. Students' may be assigned to study hall for the length of the medical excuse. Medicals must be updated on a yearly basis.

**School ID:** Students are required to wear their identification around their neck on a lanyard during Physical Education class. Failure to do so will result in a loss of points.

**Grading:** Physical Education is a participation based class. Excessive absences will directly affect a student's physical education grade as they are not in class to participate and earn points. Failure to participate in class activities even when dressed in uniform will affect a student's grade. Student's who miss PE as a result of an illness for an extended time need to provide documentation from a doctor and may ask the instructor for alternative work to complete to earn back some credit for days missed. Students are also assessed through written work for a knowledge portion of their grade through work sheets and a written test.

#### **DRIVER EDUCATION**

In order to be considered for Driver Education, students must pass a minimum of eight courses in the two semesters prior to taking the course. There is a **\$250 lab fee plus a \$20 permit fee. Please note that all student fee accounts must be paid in full before the State of Illinois will be electronically notified to secure the driver's license.**

### GRADING SYSTEM

A report card is issued each quarter of the school year. This will show the student and the parent what progress has been made in the student's work. The semester grade at the end of each semester becomes a part of the student's permanent school record.

Students will earn weighted grades for Advanced Placement courses.

The grading system used for this reporting has the following point value:

<u>GRADE</u>	<u>POINT VALUE</u>	<u>WEIGHTED POINT VALUE</u>
A Superior	4	5
B Above Average	3	4
C Average	2	3
D Below Average	1	1
F Failing	0	0
W Withdrawal	0	0
P Pass		
I Incomplete		

An "Incomplete", except in unusual circumstances, must be made up three weeks after the report cards have been issued; if not removed within this time, it becomes an "F".

Any course in which a student received an "F" or "W" must be repeated if he/she is to receive credit.

### DROPPING CLASSES

Forms for the purpose of dropping a class or classes are available from the student's counselor. Students are encouraged to discuss withdrawal from a class thoroughly with the involved teacher, their parents/guardians, and their counselors. All other possible alternative should be explored before the withdrawal option is implemented. If a student drops a class during the first or third quarter of the school year, no semester grade will be issued.

If a student drops a class during the second quarter and/or the fourth quarter prior to the mid-term date, a grade of "WP" will be recorded for the class if the student is passing at the time of withdrawal, and a grade of "WF" will be recorded for the class if the student is failing at the time of withdrawal. The grade of "WP" and/or "WF" will not count in computing the student's grade point average. If a student drops a class during the second quarter and/or the fourth quarter after the midterm date, a grade of "F" will be recorded for the class. The grade of "F" will count in computing the student's grade point average. **Students can and will be dropped from a class by administration if there are repeated incidents of misbehavior.**

### **DUAL ENROLLED WITHDRAWAL PROCESS**

All withdrawals from Dual Enrolled class must be initiated with the Students Sterling High School counselor. The SHS counselor will then walk the student through the Sauk Valley Community College withdrawal process.

### **GRADE POINT AVERAGE AND CLASS RANK**

1. All students at Sterling High School shall be ranked in their respective class according to grade point average, and the rank and grade point average shall be cumulative from the freshman through the senior year.
2. Any course repeated will have both grades show on the transcript, with the higher grade receiving credit and being calculated into the GPA.
3. All students completing graduation at the end of three years shall be reclassified as seniors after Prairie State Testing. These students shall be ranked with the graduating senior class.

### **HONOR ROLL**

The honor roll is published each quarter. To determine students' eligibility for the honor roll, letter grades are converted to a point value in the grading system and averaged.

The honor students are listed under two headings: High Honors with an average of 3.75 - 5.00 and Honor Roll with an average of 3.25 - 3.749. A student must carry a minimum of four major subjects with no grade below a "C".

### **GOOD STUDENT INSURANCE DISCOUNTS**

Some insurance companies allow discounts of 15-25% on auto insurance for students who have maintained a "B" average in their course work. Students should contact their agent for the proper forms and submit them to the Guidance Office for completion.

### **GRADE PERIOD REPORTS**

Every four and a half weeks grade period reports are sent home. These grade period reports are cumulative grades of the student's progress throughout a semester. A conference with teachers or the student's counselor is recommended.

### **REPORT CARDS**

Report cards are issued at the end of each semester. These semester grades are recorded on the student's transcripts. A semester grade is the cumulative grade of the four grading periods and includes a semester/final exam.

## **ACADEMIC PROGRESS REPORTS**

At any time during the school year, an Academic Progress Report may be initiated for a student. This may be requested by parents, teachers, administrators or counselors, and may serve as an eligibility check or progress report.

## **CONTACTING TEACHERS**

Frequent communication between home and school is an important part of your child's education. If you have any questions or concerns, we encourage you to contact your student's teacher through e-mail, phone calls, letters, or in person. All Sterling High School teachers have telephones in their classrooms. The phone system has a voice mail feature and parents are encouraged to phone teachers directly to check on a student's academic progress. The teachers also have e-mail addresses which are the first letter of the teacher's first name, followed by the teacher's entire last name, followed by @sterlingschools.org. A complete list of telephone extensions and email addresses appears on the SHS website at [www.sterlingschools.org/shs/staffdir.htm](http://www.sterlingschools.org/shs/staffdir.htm). The phone number at the high school is 625-6800.

## **PASS/FAIL OPTION**

Students may elect to take a course on a pass/fail basis if the requirements listed below are met:

- The teacher of the class must be consulted prior to a student's election of this option.
- The teacher of the class will determine what grade percentage constitutes a passing grade.
- A request slip available in the counselors' office must be signed by the teacher, counselor, and parent.
- No student will be allowed to take a class pass/fail until he or she has earned 10 credits.
- The pass/fail option must be requested by the last day of first quarter for a first semester class, and must be requested by the last day of third Quarter for a second semester class.
- The pass/fail option cannot be changed once initiated.
- Any course that is used to fulfill graduation requirements may not be taken pass/fail.
- Any course which is a prerequisite for another class may not be taken pass/fail.
- The 1st and 2nd years of a foreign language may not be taken pass/fail.
- A grade of "P" is recorded for a student who has met the teacher's requirement for passing a class, and this grade is not calculated into a student's GPA.
- A grade of "F" is recorded for a student who does not meet the teacher's requirement for a passing grade, and this grade is calculated into the student's GPA.

**CONDITIONAL FAILURE**

A student who fails the first semester of any full-year course may be offered a conditional failure by the first semester teacher. Terms for the conditional failure must be in writing or a form available in the Guidance Office. If the terms of the agreement are met second semester, the teacher will notify the registrar to grant credit for the first semester as a "D" grade. If the terms are not met the grade remains an "F".

**HIGH SCHOOL HOMEWORK IS:**

An extension of the classroom; practice/review of material already taught and simple introductions to material about to be covered; skills from different parts of the curriculum; thinking by explaining, comparing, relating, and experimenting with ideas, and analyzing principles seen or read in class; and preparation for class work and discussion.

Time Allotment: The following are suggested guidelines that may be considered when assigning homework: Grades 9 - 12 - Amount will vary depending upon the individual student, the number of classes taken, and the types of classes taken, approximately 20 - 30 minutes per class per day.

At the Classroom Level: Generally, the goals of the homework assignment are to address student progress and determine appropriate instruction. To this end, the following are principles that may be applied:

1. The focus of homework will generally be on independent practice of skills and review of material or on the integration of skills already possessed by the students. The goal should be an assignment that may be independently completed successfully by nearly all students.
2. Topics may appear in homework assignments before and after they are covered in class, not just on the day they are discussed. Both practice of acquired skills and preparation for new ones are viewed as beneficial goals for homework.
3. Teachers will enhance student willingness to do homework by treating it as an integral part of instruction, by evaluating it, by commenting about it, and by counting it as part of the grade as appropriate. Teachers will provide students' homework assignments on the day the student returns to class from an excused absence.
4. Students must check with teachers for makeup work due to an excused absence. The time allowed for makeup work is equal to the number of days of excused absences.

## **LIBRARY MEDIA CENTER**

The Library staff is dedicated to providing curriculum related information services and instructional equipment for students and staff. The Library facility is open Monday through Friday 7 a. m. - 4 p. m. The library is fully automated with several Online workstations within the Library and a large "Writing Center" (computer lab) within the facility. Library users have access to the Internet and email and students will not be allowed to access any chat rooms. They may search licensed databases and the Online Library Catalog. The Library print collection includes fourteen thousand volumes and more than forty periodical subscriptions. Also Library staff provides full Inter-library loan services to library users.

A student must have a current SHS ID card to borrow materials from the Library as well as to use the Internet. Prior to using the Internet, students and their guardians must sign the *Authorization for Internet Access* document.

## **SCHOOL COUNSELORS AND STUDENT SERVICES**

Sterling High School is committed to providing a guidance and counseling program for each student. The counselors provide a variety of services. Most individual conferences are student initiated by making an appointment; however counselors may call students in when necessary. This handbook will stress some of the important responsibilities of this department.

1. Counseling: The counseling staff offers counseling services on either an individual or group basis to any interested Sterling High School student. Counselors do not solve a student's problems. Rather they help him/her secure the necessary facts and guide his/her thinking toward possible solutions, with the final decision made by the student. Students are invited to plan conferences with their parents and counselor.

2. Educational Guidance: Counselors assist students in making educational decisions. Students are helped in groups and individually to make course selections in high school to meet graduation requirements and post graduation needs. Information on colleges, universities, and technical schools is available to students in the Guidance Office and through the **guidance department website at [www.sterlingschools.org/shs/guidance/](http://www.sterlingschools.org/shs/guidance/)**.

3. Scholarships/Financial Aid: The guidance staff works diligently to gather and disseminate scholarship and financial aid information. Student and parent meetings are held to explain the application process. Although a wealth of information is available, the student and family must take the responsibility of asking for the information and meeting application deadlines. Information is available **on the guidance department website at [www.sterlingschools.org/shs/guidance/](http://www.sterlingschools.org/shs/guidance/)**. Warning: Counselors do not encourage paying for any scholarship information or application.

4. Career/Vocational Guidance: Counselors assist students in making career decisions. Through group guidance activities and testing programs, students are exposed to information about themselves and the world of work in order to make better informed decisions regarding their future careers. Counselors are available to assist students in career exploration.

5. Counselor/Student Confidentiality. The general requirement that counselors keep information confidential does not apply when disclosure is required to prevent clear and imminent danger to the client or others, or when legal requirements demand that confidential information be revealed. Counselors adhere to the **Code of Ethics and Standards of Practice** of the American School Counselor Association.

#### **GUIDANCE OFFICE CALENDAR CHECKLIST**

The following are the major activities of Sterling High School's Guidance Program for the first semester. Please note those activities that are of interest to you and check them off as you participate in them. Additional information is available on the Guidance web site at [www.sterlingschools.org/shs/guidance/](http://www.sterlingschools.org/shs/guidance/). **We have the following information posted: guidance checklist, scholarship information, scholarship listing, minority scholarships, financial aid information, Career Information System, college planning information, college entrance tests, graduation requirements, course descriptions, and grading. The names and phone numbers, as well as email addresses of the counselors and secretary/registrar are also shown on the site. Parents, please contact your student's counselor if you have questions or concerns.**

**Freshmen - Get to know your counselor, before you need to!**

August

\_\_\_\_\_ Orientation program during the week before school starts

September

\_\_\_\_\_ \_\_\_\_\_ Counselor appointments

\_\_\_\_\_ Explore Test required - no fee

October

\_\_\_\_\_ Group meetings in English 1 classes to introduce Career Information System, and plan four-year high school course selections.

November

\_\_\_\_\_ Sauk Valley Area College Night (SVCC)

\_\_\_\_\_ \_\_\_\_\_ Counselor appointments

December

\_\_\_\_\_ \_\_\_\_\_ Counselor appointments

**Sophomores**

September

\_\_\_\_\_ \_\_\_\_\_ Counselor appointments

\_\_\_\_\_ PLAN test required, no fee

October

\_\_\_\_\_ Consumer Education Proficiency Test - (no fee – pre-registration required)

November

\_\_\_\_\_ Group meetings in English 2 classes to continue exploration of education and career information, including career and college/technical school information, military options, apprenticeships, and related information.

December

\_\_\_\_\_ Visit Whiteside Area Career Center. Sign up in the Guidance Office.  
Date will be announced.

\_\_\_\_\_ Sauk Valley Area College Night (SVCC)

\_\_\_\_\_ \_\_\_\_\_ Counselor appointments

**Juniors - College bound juniors should take the PSAT/NMSQT in October; meet with college representatives of schools of interest throughout the year.**

September

\_\_\_\_\_ Counselor appointments

October

\_\_\_\_\_ After-school and evening meetings for students and parents regarding college planning information (date to be announced).

\_\_\_\_\_ Consumer Education Proficiency Test - (no fee - pre-registration required)

\_\_\_\_\_ Preliminary Scholastic Achievement Test/National Merit Scholarship Qualifying Test - (PSAT/NMSQT - Pre-registration, and fee required)

\_\_\_\_\_ Counselor appointments

November

\_\_\_\_\_ Sauk Valley Area College Night (SVCC)

\_\_\_\_\_ Counselor appointments

December

\_\_\_\_\_ Counselor appointments

**Seniors - Beware of scholarship scams that charge money for scholarship information! Always check with your counselor before spending money to get money. Meet with college representatives of schools of interest, schedule college visits, especially Columbus Day and Veterans Day.**

September

\_\_\_\_\_ Senior credit checks; complete academic resumes with counselor

\_\_\_\_\_ After-school and evening meetings for students and parents regarding scholarship information (date to be announced).

\_\_\_\_\_ Evening parent meeting for scholarship information (date to be announced)

\_\_\_\_\_ ACT test

\_\_\_\_\_ College applications

\_\_\_\_\_ Scholarship applications (check guidance website)

\_\_\_\_\_ Counselor appointments

October

\_\_\_\_\_ Consumer Education Proficiency Test - (no fee - pre-registration required)

\_\_\_\_\_ Prairie State Achievement Exam retake (optional) – no fee

\_\_\_\_\_ SAT test

- \_\_\_\_\_ ACT test
- \_\_\_\_\_ Finish senior credit checks/academic resumes
- \_\_\_\_\_ College applications
- \_\_\_\_\_ Scholarship applications (check guidance website)
- \_\_\_\_\_ File NCAA Clearinghouse application for athletic scholarships  
and/or athletic participation
- \_\_\_\_\_ \_\_\_\_\_ Counselor appointments

November

- \_\_\_\_\_ Sauk Valley Area College Night (SVCC)
- \_\_\_\_\_ SAT test
- \_\_\_\_\_ College applications
- \_\_\_\_\_ Scholarship applications (check guidance website)
- \_\_\_\_\_ \_\_\_\_\_ Counselor appointments

December

- \_\_\_\_\_ ACT test
- \_\_\_\_\_ College applications
- \_\_\_\_\_ Scholarship applications (check guidance website)
- \_\_\_\_\_ \_\_\_\_\_ Counselor appointments

The following are the major activities of Sterling High School's Guidance Program for the second semester. Please note those activities that are of interest to you and check them off as you participate in them. Parents, please contact your student's counselor if you have any questions or concerns.

**Eighth Grade - Prepare for matriculation to Sterling High School!**

\_\_\_\_\_ High school course selection. Counselors will provide information to CMS students to assist in selections of freshman courses.

\_\_\_\_\_ Parent/student information meeting will be held in the spring.

**Freshmen - Consult your Four-year Plan when choosing courses for your sophomore year!**

January

- \_\_\_\_\_ Consumer Education Proficiency Test - (no fee - pre-registration Required)
- \_\_\_\_\_ \_\_\_\_\_ Counselor appointments

February/March

- \_\_\_\_\_ Course selection for next year's schedule
- \_\_\_\_\_ \_\_\_\_\_ Counselor appointments

April  
\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ Counselor appointments

May  
\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ Counselor appointments

**Sophomores - Consult your Four-year Plan when choosing courses for your junior year!**

January  
\_\_\_\_\_ Consumer Education Proficiency Test - (no fee - pre-registration required)  
\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ Counselor appointments

February/March  
\_\_\_\_\_ Course selection for next year's schedule  
\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ Counselor appointments

April  
\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ Counselor appointments

May  
\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ Counselor appointments

**Juniors - College entrance tests should be taken in the spring. Watch for deadlines!**

January  
\_\_\_\_\_ Consumer Education Proficiency Test - (no fee - pre-registration required)  
\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ Counselor appointments  
\_\_\_\_\_ ACT Application deadline

February/March  
\_\_\_\_\_ Course selection for next year's schedule  
\_\_\_\_\_ ACT application deadline  
\_\_\_\_\_ SAT application deadline  
\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ Counselor appointments

April  
\_\_\_\_\_ Prairie State Achievement Exam Required - No fee  
\_\_\_\_\_ SAT test  
\_\_\_\_\_ SAT application deadline  
\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ Counselor appointments

May

- \_\_\_\_\_ ACT application deadline
- \_\_\_\_\_ SAT test
- \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ Counselor appointments

June

- \_\_\_\_\_ SAT test
- \_\_\_\_\_ ACT test

**Seniors - Complete FAFSA (Free Application for Federal Student Aid)!**

January

- \_\_\_\_\_ Financial Aid Information Meetings
- \_\_\_\_\_ ACT application deadline
- \_\_\_\_\_ Evening parent meeting on financial aid
- \_\_\_\_\_ Consumer Education Proficiency Test
- \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ Counselor appointments

February

- \_\_\_\_\_ ACT Test
- \_\_\_\_\_ Check FAFSA deadlines for colleges and universities still under consideration
- \_\_\_\_\_ Complete dormitory housing contracts
- \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ Counselor appointments

March

- \_\_\_\_\_ File FAFSA
- \_\_\_\_\_ Complete college selection, notify colleges
- \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ Counselor appointments

April

- \_\_\_\_\_ Continued college acceptance process
- \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ Counselor appointment

May

- \_\_\_\_\_ AP Exams
- \_\_\_\_\_ **Honors Program and Honors Assembly**
- \_\_\_\_\_ Complete college acceptance process
- \_\_\_\_\_ Complete "Senior Plans" form
- \_\_\_\_\_ Complete "8th Semester Transcript" form
- \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ Counselor appointments
- \_\_\_\_\_ GRADUATION!

## **SCHOLARSHIPS**

Scholarship opportunities are disseminated through the Guidance Department. Because there are so many varied scholarships, there is no intent in this handbook to list them. All interested students are strongly encouraged to see their counselor for scholarship information and to **access scholarships on the guidance website at [www.sterlingschools.org/shs/guidance/](http://www.sterlingschools.org/shs/guidance/)**.

## **STUDENT WELFARE SERVICES**

The following services are provided directly by the School District or through contract:

1. Health services supervised by qualified school nurse (s).
2. Educational and psychological testing services and the services of a psychologist as needed. In all cases, written permission to administer a psychological examination must be obtained from the parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.
3. The services of a social worker, provided that the parent(s)/guardian(s)' informed consent be secured in advance.
4. Guidance and counseling services are directed by the Principal.

## **STUDENTS WITH SPECIAL NEEDS**

Sterling High School and Unit 5, in cooperation with Bi-County Special Education Cooperative, offers a full range of diagnostic and instructional support services for students with identified special needs. Services are available for handicapping conditions and exceptions. Referrals of students for the special education programs and services may be requested by parents and/or school personnel. Referral forms and procedures are available in the school office.

Before a student can receive special education programming and/or services, the following criteria must be met:

1. The student must be registered in Sterling Unit #5.
2. The student must have a measurable disability.
3. A handicapping condition must result from the disability.
4. The student must be a resident of Sterling Unit #5.
5. The student must have an educational need.
6. Appropriate procedural safeguards must be followed in order to guarantee the student's civil rights.

These criteria are established through diagnostic testing and evaluation, information provided by school personnel and family, and other sources as requested by the family or school.

Eligibility for services is determined and agreed upon at a child review at which parents, school personnel, BI-County personnel and others are invited to attend to review the results of the case study evaluation. An

Individual Education Program (IEP) is then developed to address the specific learning needs of the student.

Special Education services are provided in and coordinated with the regular classroom program as much as possible. However, additional resource and/or support are provided as per the best interest of the student's needs. In some instances, placement outside of Sterling High School and Unit #5 is necessary to meet specific student needs. Please address any questions regarding the availability of special education services to your child's teacher, or the building principal.

#### **MISCONDUCT BY STUDENTS WITH DISABILITIES**

Board Policy 7.230 Students. **Discipline of Special Education Students**

**The District shall comply with the provisions of the individuals with Disabilities Education Act (IDEA) when disciplining students with special needs. (For additional reference, access Board Policy 7.230.**

#### **MEDICAID REIMBURSEMENT**

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services. Therapy and diagnostic services provided to your child are partially reimbursable. Unless you object in writing, Bi-County/CUSD #5 will claim Medicaid/Kid Care reimbursement for services provided. These claims will have no impact on your ability to receive Medicaid funding either now or anytime in the future. If you do not object to this release of information related to Medicaid claims for your child, do nothing.

#### **STUDY HALL**

1. Study hall is designed to enhance study skills, therefore students are expected to bring all materials and supplies needed for the entire hour.
2. Passes given by teachers are the only ones honored.
3. All students are expected to remain in their assigned seats.
4. Any activity not conducive to learning will be reprimanded accordingly, i.e. card games.

### **CREDIT REMEDIATION**

Sterling High School will continue to offer its self-paced Credit Remediation program for students who have failed certain courses during the regular school day. The courses, which are instructed by SHS staff, are held **on Mondays and Wednesdays** from 5:00 p.m. - 7:30 p.m. They are offered to freshmen through seniors, and cost \$120.00 per 1/2 credit. Registration for Credit Remediation is done in the Main SHS Office during regular office hours. There are a limited number of seats so the class will be filled on a first come, first serve basis. The following is a list of courses that are offered through the Credit Remediation Program:

English I, II, and III	Speech
Independent Reading I & II	U. S. History
Government	General Math
Science Concepts	Pre-Algebra
Consumer Education	Health
Sociology	Study Skills
Applied Math	Business Math

### **STUDENT RIGHTS SECTION**

Section 10-20.5 of the School Code of Illinois specifies that the Board of Education has the responsibility to adopt and enforce all necessary rules for the management of the public schools of their district. Rules and regulations are necessary for the development and maintenance of an orderly and safe school environment that is conducive to teaching and learning. As a result, certain behaviors are recognized as being inappropriate and unacceptable at school, on school property, and within the jurisdiction of the school district.

The following consequences will be utilized for students in violation of Sterling High School's Discipline Policy: Before and after school detention, lunch time suspension, behavior intervention classroom, behavior contracts, detention, in-school suspension, out-of-school suspension, parent conferences, removal of privileges, social probation, student conferences, financial restitution, police referral and expulsion.

The following services will be utilized: Counselors, school psychologists and social workers.

The Code of Conduct applies to any student under the jurisdiction of Sterling High School, including any student attending a district sponsored function both at home and away.

### **SPECIAL NOTE**

**THIS HANDBOOK IDENTIFIES ANTICIPATED STANDARDS OF ACCEPTABLE BEHAVIOR AND OUTLINES THE GENERAL CONSEQUENCES WHICH WILL OCCUR WHEN SAID STANDARDS ARE NOT MET. THESE ARE GUIDELINES TO BE INTERPRETED BY SPECIFICALLY TRAINED, PROFESSIONAL STAFF MEMBERS AT**

**STERLING HIGH SCHOOL. EACH INCIDENT WILL BE CONSIDERED ACCORDING TO THE INDIVIDUAL MERITS OF THE CASE. AS IN ANY SET OF REGULATIONS CONCERNING PROCEDURAL OPERATION, IT IS NOT POSSIBLE TO SPECIFY EVERY CONCEIVABLE SITUATION.**

**SCHOOL RULES PUBLISHED IN THIS HANDBOOK ARE SUBJECT TO SUCH CHANGES AS MAY BE NEEDED TO ENSURE CONTINUED COMPLIANCE WITH FEDERAL, STATE OR LOCAL REGULATIONS AND ARE SUBJECT TO SUCH REVIEW AND ALTERATION AS BECOMES NECESSARY FOR THE ROUTINE OPERATION OF THE SCHOOL.**

### **STERLING PRIDE**

**1. WE TREAT EACH OTHER WITH DIGNITY AND RESPECT** • We will interact in a spirit of mutual cooperation.

- We will respect and appreciate diversity.
- We will develop a sense of community within and outside of the classroom.
- We will treat each other in a courteous manner.

**2. WE KNOW OUR AUDIENCE AND ALWAYS USE APPROPRIATE LANGUAGE.**

- We will communicate and interact effectively.
- We will not use language that offends others.
- We will not use confrontational or abusive speech.  
Teachers/coaches should be held accountable.

**3. WE KEEP OUR SCHOOL CLEAN AND NEAT.**

- We will be responsible for ourselves.
- We will pick up after ourselves and others.
- We will respect school and personal property.
- We will treat our school's appearance as a source of pride.

**4. WE SOLVE OUR PROBLEMS BY STOPPING, THINKING, AND DISCUSSING OUR ACTIONS.**

- We will care for ourselves and others.
- We will try to understand each other in order to find workable solutions.
- We will resolve disagreements through conflict resolution.

**5. WE DEMONSTRATE PERSONAL AND ACADEMIC RESPONSIBILITY AND INTEGRITY.**

- We will tell the truth.
- We will demonstrate personal and academic honesty.
- We will be trustworthy.
- We will take responsibility for our behavior.
- We will not make excuses.

### **EQUAL EDUCATIONAL OPPORTUNITIES**

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, or economic and social conditions, or actual or potential marital or parental status.

Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

### **RACIAL HARASSMENT**

Racial harassment of a student or staff member is prohibited. Inappropriate comments either verbal, written or gestures directed toward a student or staff member of a particular race, ethnicity, sex, or disability will not be tolerated. Comments that demean or are generally considered to be offensive/derogatory to a particular sex, ethnic or particular group can lead to disruptions in school environment.

Students who believe they are victims of racial harassment or have witnessed racial harassment, are encouraged to discuss the matter with the Student Nondiscrimination Coordinator, building Principal, and or Associate Principals. Students must make the report within 10 days of such an incident. Students can expect that a school administrator will get back to them about the complaint within five school days. Students that have followed these procedures and feel their complaint has gone unresolved, may take their issue to the Superintendent of Schools and School Board.

### **SEX EQUITY**

No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied access to educational and extracurricular programs and activities in compliance with public law #94.

### **SEXUAL HARASSMENT**

Sexual harassment of students is prohibited. Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to report the incident to the school administration. Students may choose to report to a person of the student's same sex. An allegation that one student was sexually harassed by another student shall be referred to the Building Principal, Assistant Principal, or Dean of Students for appropriate action (Policy 7.20 Students)

### **ATTENDANCE POLICY**

The administration and teacher staff at Sterling High School agrees that punctual and regular attendance is essential to a student's success in school. Regular attendance is also a mark of a mature sense of responsibility. Unfortunately, circumstances may sometimes arise that make it impossible for a student to attend school. When such an absence does occur, it is necessary for the student to seek out and complete assignments. However, it is important for students to realize that completing make-up work does not replace the actual experience of being in class. It is not possible to make up the learning experiences that come through listening to a full explanation of the facts and concepts, participating in classroom discussions, and hearing and processing the ideas and questions of others. Therefore, regular daily attendance must be a priority of each and every student at Sterling High School.

To help students meet the goal of regular attendance, A LIMIT OF EIGHT ABSENCES from one class in one semester will be imposed. Any absences beyond eight, except for no count absences, may directly affect the student's grade. Unexcused or explained absences at any time will affect the student's grade.

### **VALID CAUSES OF ABSENTEEISM**

Sterling High School, in keeping with Section 26-2A of the Illinois School Code, considers the following circumstances to be valid causes for a student's absence:

1. Illness
2. Religious holidays
3. Death in the Family
4. Valid doctor or court appointment - Student should have documentation upon his/her return to school.
5. Family emergency.

#### **NOTE: A reminder to all students and parents about absences:**

The Illinois legislature has defined to its schools what constitutes a valid cause for an absence. Please understand that as a school, we determine what is considered "valid cause" for an absence. The SHS administration reserves the right to deny anyone the right to leave the building at any time, if it's not one of the five (5) state mandated reasons for a valid excused absence.

**CATEGORIES OF ABSENCES**  
**EXCUSED ABSENCES**

If a student's absence has a valid cause and is reported to the Attendance Office within 24 hours, the first five such absences will be considered excused. Students will be allowed to make up work missed by excused absences and suspensions. Parents/Guardians will be informed by mail at the time of the student's seventh absence from a class.

***Policy on EXCUSED ABSENCES:***

***7+ excused absences in year = warning letter***

***10+ excused absences in year = doctor's note may be required***

***12+ excused absences in year = TAP referral***

**Truants Alternative Program (TAP)**

Schools have many goals and responsibilities for educating students. Preparing them for employment as adults is one very important goal. As students grow and mature, they develop the skills and habits which they will use as adults in the workforce. Punctuality and regular attendance are crucial habits, which people have in order to be successful employees. Students begin developing these habits as early as kindergarten by coming to school regularly and on time. In cooperation with The Whiteside Regional Office of Education students may be referred to the Truant's Alternative Program (TAP) in order to help insure the success of that student. A student may be referred to TAP when one of the following occurs:

1. 3 days of Truancy
2. 10 tardies to 1<sup>st</sup> hour
3. 12 excused absences

**NO COUNT ABSENCES (may occur at any time during the semester)**

Certain absence situations will **NOT COUNT** in the student's eight allowed absences. These include:

1. Any absence that is reported to the Attendance Office within 24 hours AND for which the student presents written medical or court documentation within 48 hours after their return to school.
2. Field trips, college visits and religious holidays, when the approval procedure is followed prior to the absence.
3. Visits to the Associate Principal's office or appointments with guidance counselors or social workers. Students always have the privilege of makeup work missed from a no count absence provided the work is completed within the makeup work policy, one day for every day missed.

### UNEXCUSED ABSENCES (TRUANCY)

A student is considered unexcused or truant when absent without valid cause for a school day or any portion of a school day. **If a student's absence is unexcused he/she will not be allowed to make up work for credit.** Exceptions will be made for major tests and projects; these however, must be made up within one school day of the absence.

Examples of unexcused absences: **Attendance Office not receiving a call within 24 hours**, oversleeping, missing the bus, car trouble, working or employment interviews and hair appointments. **Students who become ill MUST first see our school nurse. Our nurse will contact parents if she feels the student needs to go home.** It is extremely important that all students attend each of their classes daily. Valuable information is missed and grades suffer when a student misses class. Sterling High School Administration is trying to reduce the number of student trancies. In efforts to do this, the truancy policy has been updated. When a student is missing from class and the absence has not been excused, the following procedure will take place:

**TRUANCY (SCHOOL)** (Student is unexcused for an entire school day)

**TRUANCY (SCHOOL)** (Student is unexcused/skips class)

- The student is called to the attendance office and the absence is discussed with our Dean of Attendance.
- The first and second truancy offense will result in a one-hour detention.
- The third and fourth truancy offense will result in an In-School Suspension. ***The third truancy (school) will also result in a referral being made to the TAP. (truant's alternative program)***
- ***The fifth through ninth truancy offense will result in an Out-of-School Suspension. Our dean of attendance will also make a referral to our School Resource Officer.***
- The tenth offense will result in a ten-day Out-of-School Suspension pending a meeting with the student, parents, counselor, and Administrator.
- A parent/guardian contact will be made each time a student is truant. This contact will be made either by mail or telephone.

**TRUANCY (CLASS)**

- The same policy is followed for truancy (class) as it is for truancy (school). However, referrals to the TAP (truants alternative program) are not made until a student has 21 UNEXCUSED absences to CLASS.

***NOTE: Our School Resource Officer frequently patrols on and around campus. Citations can and will be issued ANY time a student skips class or school. Here are the truancy steps if the police are involved:***

1. ***\$75 citation issued to the student***

2. ***\$150 citation issued to the student***
3. \$150 citation ISSUED TO THE PARENT/GUARDIAN.

**When a student reaches 16 points, an Administrative Review is called. This is a meeting with the student, parents, administrator, and counselor. The student's behavior is discussed during this meeting and a behavior contract is created. When a student receives 20 points, a student may be expelled from school.**

#### **RESPONSIBILITIES**

**It shall be the STUDENT'S RESPONSIBILITY to:**

1. Acquire the appropriate admit.
2. Present the admit to all teachers
3. Make arrangements for make-up work with individual teachers for excused absences. The time allowed for make-up work is equal to the number of days of excused absences.

**It shall be the PARENT/GUARDIAN'S RESPONSIBILITY to:**

1. Decide whether the cause of absence is sufficient reason to warrant the student missing valuable instruction time.
2. Inform the Attendance Office of any valid absence within 24 hours of the absence.

**It shall be STERLING HIGH SCHOOL'S RESPONSIBILITY to:**

1. Monitor the student's attendance
2. Inform parents/guardians of any attendance problems.
3. Teachers will provide students homework assignments on the day the student returns to class from an excused absence.

#### **REPORTING AN ABSENCE**

Sterling High School has a twenty-four hour answering machine. Guardians or emancipated students should notify the Attendance Office (622-4181) by 10:30 a.m. on the day of an absence. The Attendance Office is open at 7:00 a.m. to receive calls. To have the absence excused/explained, the call must be received within 24 hours or by 4:00 p.m. the day after the absence. **\*Any absence not excused/explained within the 24 hour time frame will be considered unexcused and subject to truancy procedures.**

### **EXTENDED ABSENCES: (FAMILY VACATIONS)**

Arrangements for this type of absence must be made by the parent or guardian of the students by a personal visit or call to the Associate Principal prior to the contemplated vacation. If the request is approved the student must contact each of his teachers prior to departure. Classroom teachers will determine the eligibility of a student to receive academic credit for the days absent based on the student's attendance status in the class, in accordance with the Sterling High School attendance procedures.

### **HALL PASSES**

No student is permitted out of class, or study hall without a pass. Any request authorizing a student to leave a scheduled area must be signed by the teacher initiating the request. Students must sign out in the classroom before leaving the room.

1. **Teachers will not give students passes out of class unless it is an absolute emergency.**
2. Students in the hall must present their pass to hall supervisors upon request.
3. Students in the hall without a pass will be referred to the Dean of Attendance's office or the Associate Principal's Office.

### **PROCEDURE FOR LEAVING SCHOOL GROUNDS**

1. The Attendance Office or nurse must have a call from the student's parents/guardian **before** they are allowed to leave campus.
2. Students should go to the Attendance Office for a pass to get out of class for medical or dental appointments, etc.
3. The student must sign out at the Attendance Office. If the student returns before the end of his/her school day they should sign in at the Attendance Office.
4. If a student is ill they must report to the nurse or to the Attendance Office for permission to leave school. If students leave school ill without seeing the school nurse or school personnel first, it will be considered a truancy.

**\*Any student leaving school grounds during the school day without following these procedures will be considered truant and placed on truancy steps.** If the student is ill, a similar procedure must be followed through the Nurse's Office.

### **WITHDRAWAL FROM SCHOOL**

Any student who is withdrawing from school is urged to see their counselor to discuss procedures for making a smooth transition to another school or to discuss alternate options for completing their high school education. Students need to obtain a withdrawal form from an Associate Principal. This form needs to be signed by the parent, the counselor, the nurse, the librarian, the case manager (Special Education students only) and the Associate Principal. All textbooks are to be returned to the teachers and all fines and damage charges paid before the student leaves school. On the last day of attendance, the

student needs to have the withdrawal form signed by each teacher and then return it to the appropriate Associate Principal so that fee refunds may be properly processed and records forwarded to the student's next school.

When you enroll your child at the new school, you will sign a release of information form. We will then transfer copies of the student's records.

**BOARD OF EDUCATION POLICIES**  
**Sterling Community Unit School District #5**

**7.190**

**Student Discipline**

**Prohibited Student Conduct**

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to, the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence 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, or selling illegal drugs, controlled substances, "look-alike" drugs or drug paraphernalia. A "look-alike" drug is defined as a substance not containing an illegal drug or controlled substance, but one (a) that a student believes to be, or represents to be, an illegal drug or controlled substance, or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance. Students who are under the influence of any prohibited substance or drug or in possession of any drug paraphernalia are not permitted to attend school or school functions and are treated as though they had drugs or paraphernalia, as applicable, in their possession.
4. Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of this policy.
5. Using or possessing electronic signaling devices (e.g. pocket pagers) and two-way radios, unless authorized and approved by the Building Principal.
6. Using a cellular telephone, or other electronic device that is otherwise not banned by this policy, in any manner that disrupts the educational environment, including using the device to cheat,

signal others, or otherwise violate student conduct rules. Unless otherwise banned under this policy, all electronic devices must be kept off and out of sight during the regular school day unless: (a) the supervising teacher grants permission, (b) use of the device is provided in a student's IEP, or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

7. Using or possessing a laser pointer unless under a staff member's supervision and in the context of instruction.
8. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
9. Using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Unexcused absenteeism, however, the truancy statutes and Board policy will be utilized for chronic and habitual truants.
12. Being involved with any public school fraternity, sorority, or secret society, by (a) being a member, (b) promising to join, (c) pledged to become a member, (d) soliciting any other person to join, promise to join, or be pledged to become a member.
13. Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
14. Engaging in any activity that constitutes an interference with school purposes or an educational function or any disruptive activity.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, regardless of whether or not the item is (a) on the student's person, or (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, automobile, or (c) in a school's student locker, desk, or other school property, or (d) any other location on school property or at a school-sponsored event.

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 psycho stimulant medication to the student.

These grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours and at any other time when the school is being used by a school group;
2. Off school grounds at a school activity, function, or event; or any activity, function, or event which 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 may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an education function.

#### **Disciplinary Measures**

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school-sponsored events for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds. A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative school program.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds. A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative school program.
7. Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, or weapons.

8. Notification of parent(s)/guardian(s).
9. Removal from classroom.
10. In-school suspension for a period not to exceed 5 consecutive school days. The Building Principal or a designee shall ensure that the student is properly supervised.
11. Detention is assigned, provided the student's parent(s) / guardian(s) have 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 a designee.

A student who is subject to suspension or expulsion may be eligible for a transfer to an alternative school program.

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

#### **Weapons**

A student who uses, possesses, controls, or transfers a weapon or any other object that can reasonably be considered, or looks like a weapon, shall be expelled for at least one calendar year, but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent's determination, on a case-by-case basis. A "weapon" means possession, use, control, or transfer of (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs, or (3) "look alikes" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm. The Superintendent 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.

### **Required Notices**

A school staff member shall immediately notify 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 the student's parent(s)/guardian(s).

Efforts, including the use of early intervention and progressive discipline, 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 physiological harm to someone else. The Superintendent or designee shall ensure that the parent(s)/guardian(s) of a student who engages in aggressive behavior are 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.

Before receiving disciplinary action, the student shall be given the opportunity to deny or explain his or her conduct. Physical restraint may be used when necessary to protect the student or other individuals and/or property from harm.

### **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, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated employees, and other persons (whether or not certificated) providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel or persons, or for the purpose of self-defense or defense of property. Teachers may 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 of Education may suspend a student from riding the bus in excess of 10 days for safety reasons and may expel students.

## **DRUGS/ALCOHOL**

Students who are in violation of the laws governing the sale, possession or use of drugs, alcohol or "look-alike" drugs/alcohol or who are under the influence of or exhibit the odor of alcoholic beverages will be subject to disciplinary action by Sterling High School. This policy applies to all students enrolled in Sterling High School and is in effect at school and all school-related activities, events both on and off school grounds.

Over the counter drugs should not be shared between students.

**The school will authorize the search of the school and school grounds by local police and canine search teams.**

The consequences are as follows:

### **A. POSSESSION AND/OR USE OF ALCOHOLIC BEVERAGES, CANNABIS, AND/OR CONTROLLED SUBSTANCES**

1. First infraction -- assigned (10) days out-of-school suspension\* and referral to local law enforcement agency.
2. Additional infraction -- recommended expulsion from school and referral to local law enforcement agency.

\*First infraction -- in lieu of a 10-day out-of-school suspension, the student may elect to enroll in and successfully complete an appropriate out-of-school counseling program thus reducing the suspension to 5 days out-of-school.

### **B. SALE AND/OR DISTRIBUTION OF DRUG PARAPHERNALIA, ALCOHOLIC BEVERAGES, CANNABIS, AND/OR CONTROLLED SUBSTANCES WHILE UNDER SCHOOL AUTHORITY:**

1. First infraction -- Assigned 10-day out-of-school suspension with possible referral for expulsion and local law enforcement referral.
2. Second infraction -- recommend expulsion from school and referral to the local enforcement agency.

## **DRUG PARAPHERNALIA**

No student shall possess or have under his control any drug paraphernalia. Drug paraphernalia shall include but not be limited to cigarette papers, pipes, holders of smoking materials of any types, cigarette rolling machines, and other items designed primarily for the smoking or ingestion of substances made illegal under any statute or of substances whose sale, gift, barter, or exchange is made unlawful under the tobacco accessories and Smoking Herbs Control Act, III.

(Rev. Stat. CH 22, Paragraph 2358.1).

Consequence - Confiscation of materials for civil authorities.

1st infraction - 3 days out-of-school suspension

2nd infraction - 5 days out-of-school suspension

Additional infraction- 10 days out-of-school suspension and recommendation for expulsion.

### **SALE AND/OR DISTRIBUTION OF DRUG PARAPHERNALIA**

No student shall sell or distribute any drug paraphernalia.

Consequence: Confiscation of materials for civil authorities

1st infraction - 5 days out-of-school suspension; referral to civil authorities.

Additional infraction - 10 days out-of-school suspension; referral to civil authorities; expulsion from school.

### **POSSESSION OF TOBACCO PRODUCTS**

The possession of tobacco, look-alike tobacco products or use of tobacco in any manner in the building, parking lot or at school activities will constitute a violation of this policy and the student will be subject to the following disciplinary action:

1. First infraction -
  - a) Police referral - nicotine counseling.
  - b) Parent/guardian contacted
2. Second infraction -
  - a) Two-days out-of-school suspension
  - b) Parent/guardian contacted
3. Third infraction -
  - a) Four-day out-of-school suspension
  - b) Parent/guardian contacted
  - c) In lieu of a 4-day out-of-school suspension, the student may elect to enroll and successfully complete an appropriate out of school nicotine addiction counseling program thus reducing the suspension to a 2-day in-school suspension, provided the student has not elected the program on a second violation.
  - d) Police referral.
4. Fourth infraction -
  - a) Five-day out-of-school suspension
  - b) Parent/guardian contacted
  - c) Police referral
5. Fifth infraction -
  - a) Ten-day out-of-school suspension
  - b) Parent/guardian contacted
  - c) Police Referral

### **FIGHTING/STUDENT HARASSMENT**

Situations that endanger the health and safety of others in the school will not be tolerated. Physical confrontation is a dangerous and inappropriate method for solving problems. Students are expected to solve problems through proper channels (teacher, counselor, social worker, associate principal).

If you are in a fight, you should be prepared to receive the disciplinary consequences **REGARDLESS** of who started it. Pushing, shoving, wrestling, etc. may be considered as fighting regardless of intent.

Students involved in fighting, agitating to fight, threatening, or harassing another student shall be subject to disciplinary consequences including any or a combination of the following: Recommendation for expulsion, financial restitution, police referral, out-of-school suspension, in-school suspension, detention, parent contact, social probation, student conference. Peer/parent mediation is a possibility.

**PEER MEDIATION PROGRAM**

The Peer Mediation Program is a group of students who have been trained in conflict resolution and are supported through a grant by the Sterling Township Youth Services Program. They successfully mediate student conflicts at Sterling High School. This is another form of intervention we provide for students.

**WEAPONS**

A student who uses, possesses, distributes, purchases, or sells an explosive, firearm, knife, or any other object that can reasonably be considered a weapon shall be expelled for at least one calendar year. The Building Principal or designee shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school. The Board of Education may direct the Superintendent to modify the expulsion requirement on a case-by-case basis.

Before receiving disciplinary action, the student shall be given the opportunity to deny or explain his or her conduct.

Physical restraint may be used when necessary to protect the student or other individuals and/or property from harm. (Board Policy 7.190)

**CAMPUS VIDEO SURVEILLIANCE**

Sterling High School operates and maintains its own video surveillance system covering all hallways, doors, and parking lots. Because these cameras only monitor public use areas, there is no understanding of student/public privacy. The video captured is viewed by SHS administration and Sterling Police to aid in the discipline and or arrest of individuals involved in school infractions and/or criminal activity. If a student is disciplined as a result of this video parents/guardians may view captured video at the discretion of the administration. Any requests to view captured video used for discipline must be made in writing and submitted to Sterling High School Administration.

**GANG AND GANG-RELATED ACTIVITIES**

Sterling High School prohibits the presence of gangs, gang activities, or other undesirable groups, which by their nature, interfere with and/or disrupt school and school activities.

A gang is defined as any group of two or more persons not affiliated with school or school sponsored activities whose purposes include the disruption of the learning environment and/or the commission of illegal acts.

It is the school's position that no student on or about school premises or at any school activity shall engage in the following:

1. Wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign, or other item which is evidence of membership or affiliation in any gang;
2. Commit any act, or use any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership in or affiliation with a gang;
3. Use any speech or commit any act to further the interests of any gang or gang activity, including but not limited to:
  - a. soliciting others for membership in any gangs;
  - b. requesting any person to pay protection or otherwise intimidating or threatening any person;
  - c. committing any other illegal act or other violation of school district policies;
  - d. inciting other students to act with physical violence upon any other person.

Students in violation will be subject to disciplinary action by the Associate Principals' Offices and may be recommended to the Board of Education for expulsion.

**ANY ORGANIZED GROUP OR GANG-RELATED FIGHT WHILE STUDENTS ARE UNDER THE JURISDICTION OF STERLING HIGH SCHOOL WILL RESULT IN A 10 DAY OUT-OF-SCHOOL SUSPENSION. POLICE REFERRAL AND A RECOMMENDATION FOR EXPULSION.**

**GENERAL CONDUCT**

**Disciplinary Consequences:**

**The following criteria are to be used as a guide. Specific details and information may warrant lesser or increasing levels of consequences. Class One and Class Two Offenses are handled by ANY SHS Staff. Class 3-5 Offenses are referrals to the office.**

<b>Class 1: Classroom Issues handled by teacher:</b>	
1.	Tardies 1-2
2.	Unprepared
3.	Minor disruptions
4.	Classroom rule violation.
5.	Mild Profanity
6.	Cell Phone in class
7.	Illegal electrical device (class)

**Class 2: Classroom issues handled by teacher (phone call to parents/classroom detention 60 minutes or less)**

1. Failure to serve classroom detention.
2. \*Tardies #3-4
3. Hall Pass Violation
4. Horseplay in the hallway
5. Public Display of Affection
6. Bullying/Harassment
7. Insubordination
8. Dress Code Violations (classroom)
9. Hat/headband on in building/class
10. Continued class one disruption.

\*phone calls must be made/notices must be mailed

**Class 3: ISS/Lunch Detention/Short Term Intervention (after classroom interventions/parent contacts have been provided by the teacher)**

1. \*Truant (class) (Dean's Office)
2. Leaving class without permission
3. Failure to Serve a 60 minute Detention w/teacher
4. Tardies #5-#9 (Dean's Office)
5. Forgery
6. Disruption of the Learning Process for Others
7. Profanity/Vulgarity
8. Possession of pornographic or gang-related material
9. Open defiance of Authority of a school employee.
10. Minor Threat
11. possession of tobacco products (cigarettes, lighter)
12. Insubordination
13. Loitering on school grounds
14. Cafeteria Violation
15. Verbal Altercation in Hallway (profanity/vulgarity)
16. Continuation of Class Two Violation (previous contact with parents is **required** prior to a referral to the office.)

**Class 4: Out-of School Suspension/Police Involvement 1-10 days**

1. Possession of drugs/drug paraphernalia/alcohol; subject to arrest
2. Under the Influence/Exhibiting the Odor of a controlled substance
3. Fighting; subject to arrest
4. Striking Another Student
5. Destruction/Defacement of school property
6. \*Habitual Truancy
7. Habitual tardiness 10+

8. Sexual Harassment
9. Academic Dishonesty
10. Intimidation of staff or another student; subject to arrest
11. Representing a gang (symbols/attire/hand signs)
12. Major Theft; subject to arrest
13. Gross Disrespect to Staff
14. Continuation of possession of tobacco products
15. Urging others to fight
16. Bullying
17. Participating in Mob Action
18. Reckless Driving
19. Racial remarks/displays of hate literature
20. Continuation of Class 3 violations

\*see our policy on truancy

**Class 5: 10-day OSS; subject to arrest with a recommendation for expulsion:**

1. Gross disobedience as defined by board policy
2. Truancy (class) 10<sup>th</sup> offense
3. Possession with intent to deliver a controlled substance
4. Delivery/Sale of a controlled substance
5. Possession of a controlled substance
6. Pulling a false fire alarm
7. Major Theft or destruction of school property
8. Gang-Related defacement of school property
9. Physical Aggression towards staff
10. Group or Gang-Related fight
11. Continuation of Class 4 violations
12. Arson
13. Possession of a knife, firearm, or explosives
14. Smoking/Possession of tobacco products (5<sup>th</sup> offense)

**ACADEMIC DISHONESTY**

The Board of Education strives to establish an atmosphere in each classroom that actively fosters academic honesty.

It is the belief of the Board of Education of District #5 that academic dishonesty by students degrades their character and reputation and impedes the teaching-learning process. Punishment will be dispensed in accordance with the severity of the incident or repeated incidents.

1st Offense: Parent/teacher/student/administrator conference.

2nd Offense: Suspension.

**Example of infractions: Stealing tests, using cheat sheets, etc., but not limited to these examples. All participants involved will be punished.**

### **CAFETERIA CONDUCT**

1. Every student at a table is responsible for the cleanliness of the table.
2. Materials to clean accidental spills are available from the custodian.
3. Students are to remain seated while eating their lunch.
4. Students will return their serving trays, containers and trash to the disposal area and clean up their tables as soon as they are finished eating.

\*ANY STUDENT CAUSING A DISTURBANCE IN THE CAFETERIA WILL BE SUBJECT TO DISCIPLINARY ACTION.

### **CORRIDORS -- EXPECTED BEHAVIOR**

Students are expected to:

1. Be polite, courteous and cooperative.
2. Recognize the rights of fellow students and school staff.
3. No Running
4. Keep the corridors free of litter. You should place litter in the proper receptacles.
5. Recognize the importance of building maintenance by not writing on any school property including walls, lockers, bulletin boards or water fountains.
6. Be in academic work areas rather than in hallways during class time.

### **DISPLAY OF AFFECTION BY STUDENTS**

Hand holding is the only permissible demonstration of affection in the educational setting. Penalties may range from reprimand to suspension depending upon type of display and repetition.

### **DISRESPECT**

**Definition:** Refusal to comply with reasonable, established, and well-defined school rules and regulations, or refusal to obey reasonable directions of school personnel. Offenders will be subject to disciplinary action.

### **FORGERY AND/OR POSSESSION OF SCHOOL FORMS**

Students altering or forging school forms or in possession of school forms will be subject to disciplinary action.

### **GAMBLING**

No gambling or card playing will be permitted. State law prohibits gambling for money in public schools.

#### **INSUBORDINATION, BATTERY AND/OR PHYSICAL ASSAULT**

Assault or physical/verbal attack on school district personnel on or off school grounds will result in a 10-day out-of-school suspension. Parents will be contacted immediately to establish a conference. Local police authorities will be notified and a recommendation for expulsion will be made to the superintendent.

#### **AGGRESSIVE BEHAVIOR**

Efforts, including the use of early intervention and progressive discipline, 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 physiological harm to someone else. The Superintendent or designee shall ensure that the parent(s)/guardian(s) of a student who engages in aggressive behavior are 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.

#### **INTIMIDATION**

Every student is entitled to attend school free from harassment, threats or fear. Students harassing, threatening or making it difficult for others to attend school will be subject to consequences through the Associate Principals' offices.

#### **NECESSARY USE OF FORCE BY STAFF MEMBER**

Staff members may apply sufficient physical force necessary to maintain or restore order in the school building, on the school campus and at school sponsored activities.

#### **SOUNDING A FALSE FIRE ALARM**

Any action which endangers the safety and well-being of others will not be tolerated. Any student sounding a false fire alarm will be suspended 10-days out-of-school, arrested by the police and prosecuted to the maximum penalty allowed by law, financial restitution to the Sterling Fire Department and recommended for expulsion.

The person activating a false alarm victimizes the entire student body and staff through their irresponsible actions. People are put in dangerous situations, and the entire school day is disrupted.

## STUDENT DRESS/CLOTHING STANDARD

We believe the appearance of students is primarily the responsibility of the parent. However, when a student's appearance is felt to be detrimental to the educational process or presents a health or safety issue, the student will be asked to make appropriate changes. In general school attire will cover the individual from the top of the shoulders to the mid-thigh area. Students are also required to wear some type of footwear. The following guidelines are clarifications of the above rules.

1. See through or immodest clothing, short-shorts or skirts, exposed midriffs, clothes that advertise or symbolize drugs, tobacco, alcohol, symbolize gangs, profanity, sexual innuendos, or obscenity will not be allowed.
2. Sleeveless shirts must have straps over each shoulder with a minimum width of one inch. Sleeveless shirts must have straps over each shoulder with a minimum width of one inch.
3. Backless shirts are not allowed.
4. Underclothes worn in an exposed manner are unacceptable.
5. Pants need to be secured at the waist level.
6. Heavy neck, wrist, or wallet chains are not allowed.
7. Head coverings are not to be worn in the building.
8. Coats and backpacks are to remain in the locker during school hours.

If a parent is unable to bring a change of clothes, the student will not be allowed to leave campus to change. Clothes (t-shirt, sweatpants, or other appropriate attire) will be provided to him or her by the administration. Exemptions to the dress code may be determined for specific events or causes as determined by the Principal.

## STUDENT I. D. CARD

Each student will receive a picture I. D. card at registration. For the safety and security of the students of Sterling High School, it is required that each student wear their ID at all times. The student I. D. card is also used for lunch accounts, library and internet use. **Students with out an ID must obtain a Temporary ID sticker from their 1<sup>st</sup> hour teacher.** Failure to wear your picture ID will result in school discipline.

- |  |  |
|--|--|
| 1 <sup>st</sup> Offense:                   | Warning  |
| 2 <sup>nd</sup> Offense:                   | Teacher Discretion   |
| 3 <sup>rd</sup> Offense:                   | 15 Min. detention; parent contact made                       |
| 4 <sup>th</sup> Offense:                   | 30 Min. detention; parent contact made                       |
| 5 <sup>th</sup> Offense:                   | Written referral sent to administrator: Lunch hour detention |
| 6 <sup>th</sup> -9 <sup>th</sup> Offenses: | ISS or Lunch Detentions                                      |
| 10 <sup>th</sup> + Offenses:               | Administrator Discretion                                     |

Students may purchase new photo ID cards from the Main Office before and After School only. The cost of a new photo ID card is \$2.00.

## **TARDY POLICY**

Tardiness is considered unacceptable behavior because it disrupts class, reflects a negative attitude toward class, creates disruptive problems in the hall and develops a habit that could impact on future employment.

All tardies will be handled by the classroom teacher and assisted by the Associate Principal when necessary. Teachers will use the following consequences/interventions but are not limited to warnings, parental contact, counselor referral, and before school or after school detentions.

### **Tardies**

- All students and teachers are expected to be on time to each class. (On time means in the classroom when the bell rings.)
- Every teacher will follow the same tardy policy
- Teachers will be expected to make parent contact on the 3<sup>rd</sup> and 4<sup>th</sup> tardy. If contact cannot be made, then a form letter will be sent home. (A form letter will be available)
- Tardy policies will be posted in all rooms.

### **Tardy Policy**

1<sup>st</sup> Tardy – Warning

2<sup>nd</sup> Tardy – Teacher discretion (Teacher may give another warning, a short detention, etc.)

3<sup>rd</sup> Tardy – 15 minute detention with teacher and parent contact made. (If detention is not served in a reasonable amount of time, then the student receives a 30-minute detention and will be considered at their 4<sup>th</sup> tardy.)

4<sup>th</sup> Tardy – 30 minute detention with teacher and parent contact made.

5<sup>th</sup> Tardy – Written referral sent to administrator; 1 hour detention and loss of open hour, if applicable.

From the 5<sup>th</sup> tardy on, written referrals should be sent to the appropriate administrator. Do not send the student to the office when they are tardy. Send only the referral. Administrators will use closed lunch, parent meetings, ISS, OSS, etc. to deal with the problem. If a student is more than 10 minutes late, they should be marked absent on the attendance sheet. Please contact the attendance office by phone or e-mail by the end of the day in regards to the tardy.

### **TARDY TO SCHOOL**

**5 Tardies = parent letter home**

**6-9 Tardies = ISS for each tardy**

**10 + Tardies = OSS; referral to TAP**

**Over 10 Minutes Tardy = Truancy to Class**

### **TARDY TO CLASS**

**1-4 Tardies per class = classroom discipline**

**5 tardies per each class = One Hour Detention**

**6-9= ISS**

**10+ = OSS; referral to TAP**

**Over 10 minutes to class without a valid excuse = Truancy to Class**

### **TECHNOLOGY USE POLICY**

Access to internet and other electronic resources at Sterling High School is a privilege and, as such, can be revoked when a student misuses the resources. Any disciplinary action beyond revocation of access privileges will be determined by the associate principals in accordance with established school disciplinary policies and procedures.

Students will be required to sign the District *Authorization for Access to Internet and District Networks* in order to use internet resources independently, and all use of technology will be in accordance with the Sterling High School Board of Education Policy for internet and Network Usage.

The student and his/her parents accept responsibility for the student's on-line actions. All other discipline policies of Sterling High School apply also to on-line activities.

### **CELLULAR TELEPHONES IPODs and OTHER ELECTRONIC DEVICES.**

Engaging in any activity that constitutes an interference with school purposes or an educational function or is disruptive, including using electronic signaling and cellular radio-telecommunication devices, unless authorized and approved by the Building Principal. Electronic signaling devices include pocket - and similar - electronic paging devices. **Cell phones, IPODs, and other electronic devices MUST be kept in lockers with the exception being before and after school and during lunch.**

### **THEFT/POSSESSION OF STOLEN PROPERTY**

Students involved in the theft of property or goods or the possession of stolen property from other students or school personnel will be dealt with in the best means of remediation determined by the administration.

Consequences include one or a combination of the following: recommendation for expulsion, financial restitution, police referral, out-of-school suspension, in-school suspension, detention, parent contact, social probation (suspension from all school events), student/Associate Principal conference.

### **VANDALISM**

Vandalism of any nature (writing on desks, walls, damaging school or personal property, and other destructive acts) may result in an out-of-school suspension of 1 to 10 days and a possible recommendation for expulsion. Such offenders will also be required to make necessary restitution for all charges pertaining to their act of vandalism.

### **WASHROOMS**

Passes to washrooms will not be issued during class unless it is an emergency or a doctor's excuse has been filed with the nurse. Washrooms are to be used for the purpose intended. Loitering in any washroom will not be tolerated at any time. During lunch periods, washrooms directly adjacent to the cafeteria are to be used by students assigned to the cafeteria.

### **UNDERSTANDING CONSEQUENCES** **ADMINISTRATIVE REVIEW BOARD**

Intervention for students repeatedly violating Sterling High School's discipline policy will be dealt with by an Administrative Review Board. The Administrative Review Board may be comprised of a teacher, an administrator, the student's counselor, and other personnel as deemed appropriate by the administration.

For the good of the vast majority of the student body, individual students who consistently violate the rights of others, or who exhibit little or no interest in the basic purposes of the school, will be excluded from the district in a manner and for a period of time consistent with Sterling High School Board of Education Policy and State Law.

Violation of Sterling High School Board of Education Policy will be dealt with using the following point system (points are given to the student based on the consequence she or he receives for his/her violation of policy).

### **CODE OF CONDUCT**

Per semester, students who accumulate:

FOUR 60 minute detentions, and/or

THREE days of In School Suspension, and/or

ONE day of Out of School Suspension will be placed on disciplinary probation. During this probationary period, students are placed on disciplinary probation, which means they are not allowed to attend or participate in ANY extra-curricular activities (athletics, clubs, dances such as Homecoming, Morp, Spring formal, or Prom) for a period of 30 days. After that 30 day period, students will be taken off disciplinary probation and reinstated to participate in/attend extra-curricular activities. While on disciplinary probation, a student is expected to turn in all assignments to all classes and to avoid any further disciplinary infractions.

**CONSEQUENCE**

**POINT/VALUE**

4 Lunch Detentions	1 point
1 or 2 hour detention assigned by Associate Principal	1 point
In-school suspension or 3-hour detention	2 points
1 & 2 day out-of-school suspension	3 points
3 & 4 day out-of-school suspension	4 points
5, 6, 7 day out-of-school suspension	5 points
8, 9 day out-of-school suspension	6 points
10 day out-of-school suspension	7 points

Any student reaching 16 points during the academic school year will be required to meet along with his/her parent/guardian for an ADMINISTRATIVE REVIEW with the Administrative Review Board. The Review Board shall be appointed by the principal.

During the review, the student will be placed on Disciplinary Probation. If after meeting with the Review Board the student continues to violate Sterling High School Disciplinary Policy and reaches 20 points, the student will be suspended out-of-school for a period of 10 days. During that 10-day school period, the student has a choice: he/she can voluntarily withdraw from Sterling High School, or not withdraw and exercise his/her due process rights of an expulsion hearing. If a student acquires twenty (20) points and chooses to withdraw from classes, he/she is welcome to return the following semester. If the student's return is in the same school year, the student will return with 16 points, and is required to meet with an Associate Principal to sign a conditional re-enrollment contract. The student will have the ability to reduce points from his accumulated total by displaying appropriate behavior. Students will have 2 points deducted for each month that passes without being in the Associate Principals' offices (month is defined as 30 calendar days and starts from the last contact).

**\*PLEASE NOTE THAT CERTAIN INFRACTIONS OF BOARD OF EDUCATION POLICY WILL INITIATE IMMEDIATE RECOMMENDATION TO THE BOARD OF EDUCATION FOR EXPULSION REGARDLESS OF STATUS ON THE POINT SYSTEM.**

## **DID YOU EVER WONDER WHAT THEY MEAN WHEN THEY SAY...**

### **•After School and Before School Detentions**

Detentions that are assigned by the Associate Principals and Deans will be served before or after school, as well as at lunch time. Detentions before school will be from 7:00 a.m. until 7:55 a.m. These before school detentions will be served in the detention room. After school detentions, which are also served in the detention room, have varying hours. Monday through Friday the detention room is open from 3:05 p.m. to 4:05 p.m. On Tuesdays, Wednesdays, and Thursdays, the detention room is open an additional two hours (until 6:05 p.m.). These three-hour detentions will be utilized primarily for truant students. Failure to attend any assigned detention will result in further disciplinary action such as more detention time or out-of-school suspension. For discipline purposes, Sterling High School will also be offering students an opportunity to work in place of the traditional detention. A student may work for one to two hours vs. the 1 to 3 hour's detention given. Students who have open seventh hour may be permitted to serve their detention in the detention room during this time, but only with administrative approval. No detentions will be served during a student's study hall period.

### **Lunch Detentions**

The Associate Principal and Deans may also assign lunch time detentions. These detentions will require students to eat their lunch in a designated area, which could be a certain portion of the lunchroom, or in the detention room. Students will be given 24-hour notice of a lunch time detention in order to make arrangements for their meal. Failure to serve a lunch time detention will be handled in the same manner as any other missed detention.

**\*Weekday In-school Suspension.** This form of discipline coincides with the school day. Students are to report at the beginning of the school day to the classroom assigned, and will remain there working on assignments until the end of the school day. Students who are absent will report to the Associate Principals on the day of their return. No exceptions will be made for students enrolled in vocational or work co-op.

**\*Out-of-School Suspension** is the exclusion of a student from the school setting from one to ten days. This action is taken only after other measures have been tried, or in the case of serious offenses.

The Superintendent, Principal, or Associate Principals shall have the authority to suspend students for gross disobedience or misconduct. Any parent/guardian who feels their student's rights have been violated may appeal a suspension. Prior to a suspension, the student is entitled to a conference with an administrator. During this conference, the student will be told of the specific complaint against him/her and will have an opportunity to respond. Students suspended from school may not appear on campus or participate in or attend school-sponsored activities.

The maximum suspension shall be for a period of ten days or until the next regular meeting of the Board of Education or until the imposed conditions have been met, whichever occurs first. (SCHOOL CODE OF ILLINOIS: Section 10-22.6) During the period of an out-of-school suspension, any academic assignment missed will receive credit, and the student will be responsible for the work missed. **Students or guardians may make requests for assignments during the period of the suspension by contacting the Main Office either in person or by phone. The student will have the right to make up any exam or project missed.**

**TO APPEAL A SUSPENSION:**

1. Contact the Principal's Office to arrange a hearing.
2. Student will remain suspended until decision is rendered.

**\*Social Probation** is the suspension of a student from all school activities such as athletic contests, school dances, etc. Any student who has accumulated 16 disciplinary points will not be allowed to participate in ANY school activities for the remainder of the semester. During this time period, the Associate Principals will determine if the student's behavior merits a reduction in disciplinary points.

**\*Expulsion of Students.** The Board of Education may expel students guilty of gross disobedience or misconduct. Expulsion can take place only after the parents have been requested to appear at a meeting of the Board of Education or with a hearing committee or a hearing officer of the Board of Education to discuss the situation. Such request by the school will be made by registered or certified mail and will state the time, place and purpose of the meeting. The Board of Education, at such meeting, will discuss the case and its disposition.

### **INTERVIEW BY LAW ENFORCEMENT OFFICERS**

Law enforcement officers will be permitted to interview students at school in the presence of a school official. In any criminal investigations of a student who is a minor, school officials will make every reasonable effort to notify the parent and/or legal guardian of the requested interview by telephone. If the student is taken into custody, school officials must be notified and the parents will be informed by telephone. All reasonable attempts to reach the parents will be used.

### **STUDENT ACTIVITIES**

#### **STATEMENT OF PHILOSOPHY**

Sterling High School believes participating in student activities is an extension of, but separate from the regular school program.

While the regular curricular program is a right afforded to each student, participation in the student activities program is a privilege and as such carries certain expectations beyond those found in the normal classroom situation. The important goals of the activities program are to give students direction in developing healthful living habits, self-discipline, leadership, team work, and respect for rules and regulations. It is important that student activity participants recognize their responsibilities as role models, both at school and in the community. It is to these ends that an Activity Code of Conduct is established for young people taking part in the student activities program.

#### **PARTIES AND DANCES**

Parties and dances with exception of the homecoming dance, prom and designated open dances are intended for students of Sterling High School. Therefore, one member of a couple attending a school dance or party must be enrolled in the high school. Students wishing to bring one guest (date) will register in advance in the Main Office no later than 12:00 p.m. on the day of the dance.

Students' I. D. cards are required at every dance before they are allowed to enter. Students who have lost or forgotten their I. D. will be admitted, but there will be an additional one-dollar fee required before admittance will be allowed. No "in-out" privileges are allowed. Students are expected to remain for the evening. If it is necessary to leave, the student will not be readmitted.

No ticket sales will be permitted 45 minutes after the conclusion of the preceding athletic contest. Late admittance, due to work obligations, will be permitted to students who have registered in the Main Office no later than 12:00 p.m. the day of the event.

### **STUDENT FUND-RAISING ACTIVITIES**

Students should not promote fund raising activities by non-school sponsored groups except those which are of a school-wide nature in which participation can be a positive experience for students and when the proceeds contribute to a recognized humanitarian purpose.

Fund-raising plans must be approved by the Building Principal or the Activities Director.

### **SOLICITING FUNDS FROM SCHOOL PERSONNEL**

Tickets to affairs sponsored by or for non-school agencies shall not be sold in any public school or on school premises by any school or school organizations, except at specified times and places as determined by the administration.

### **STUDENT USE OF BUILDINGS - EQUAL ACCESS**

Non-curriculum related student groups may meet on school premises during non-instructional time if approved by the Building Principal. If the meeting is student-initiated and not a part of a school sponsored activity, it must be conducted according to the following guidelines:

1. Attendance is voluntary;
2. The school will not participate in or sponsor it;
3. School employees can be present at religious meetings only in a non- participatory capacity;
4. It cannot materially and subsequently interfere with the orderly conduct of educational activities within the school;
5. Non-school persons may not direct, conduct, control, or regularly attend; and
6. The school maintains its authority to maintain order and discipline.

### **ACADEMIC CLUBS & COMPETITIONS**

The club program offers departmental clubs, special interest clubs, and competitions to meet the varied interests of Sterling's students. Through such participation a student may become better acquainted with school, meet classmates, and develop any one of many interests. However, a student should not try to engage in more activities than their program of studies will allow. Students are urged to make a careful selection and restrict participation along the lines of their major interests.

### **AMATEUR RADIO CLUB**

The purpose of this club is to give every student an opportunity to obtain an amateur radio license and to learn how to communicate effectively with other amateurs in the community and around the world. Morse Code is no longer a requirement for the basic license. Hands-on instruction in radio and electronics construction is given during the year, and each member will have the opportunity to operate the club station, WA9SJE, located at the top of the Fieldhouse.

The SHS Amateur Radio Club is supported in part by the Sterling-Rock Falls Amateur Radio Society through funds generated by the annual Hamfest ([www.sterlinghamfest.com](http://www.sterlinghamfest.com)) held each March at Challand Middle School. Recent projects have included: repairing computers, building VHF antennas, testing and repairing electronic equipment, working stations around the world on the Internet Radio Linking Project, and visiting local radio sites of interest. Alumni of this club include pilots, engineers, and technicians scattered all over the world. Membership is open to any interested student.

### **DRAMA CLUB**

The purpose of the Drama Club is to promote and encourage student interest in drama and the stage. Students are given an opportunity not only to act in plays but to direct, to manage, and, in general, to produce them. In the course of the school year, three major productions are presented. In addition, this club assists in the production of TV assembly programs.

### **LANGUAGE CLUBS**

#### **SPANISH CLUB**

The Spanish Club gives the student the opportunity to become better acquainted with the customs and life of the people of the Spanish-speaking world and provides practice in using the language. Membership is open to all students presently enrolled in Spanish, to those who have studied Spanish or who have a special interest in the Spanish language.

#### **FRENCH CLUB**

French Club is open to all students currently enrolled in French and explores other cultures of France and French-speaking countries: holidays, traditions, cuisines, and the arts. Dues and fund-raising proceeds help defray the cost of a field trip to a museum, restaurant, or cultural event, and traditionally, graduating fourth-year students are treated to a French "petit déjeuner".

**SCIENCE CLUB**

The Science Club helps the student increase his or her knowledge and perfect skills in science and understand the importance of science in daily life. Its programs include presenting demonstrations to elementary students. The club sponsors trips to museums, industries and laboratories of scientific interest, and to college science and engineering open houses. Any student may become a member.

**THE SCHOLASTIC BOWL**

The Scholastic Bowl Team is composed of students interested in answering academic questions in a competitive setting. Questions they attempt to master cover all areas of academics as well as general trivia and current events. The team members attend practice sessions, where they work at learning the answers to various questions. There is a full schedule of both fresh/soph and varsity competitions from October through March each year, including WSDR Scholastic Bowl, NCIC, Optimist, Masonic, IHSA series as-well-as many invitationals at various schools.

**SPEECH TEAM**

Speech Team is a competitive IHSA activity that begins in October and goes through February. Students may compete in one or two of the 13 individual events. The team competes most Saturdays at various tournaments throughout the state. The team also competes in the IHSA Regionals, Sectionals and State Finals held in February.

**GROUP INTERPRETATION**

GI begins with auditions in February. Competition begins with the NCIC Group Interpretation and Drama Contests in March. The students also compete in the IHSA Sectional and State Final Group Interpretation and Drama contests.

**ASSET WARRIORS**

Asset Warriors is a student group based on Search Institute's 40 Developmental Assets. This group works to communicate and educate adults and youth on the 40 Developmental Assets. The students have established a teacher of the month, given tours to incoming freshman, and participate in other Asset building activities.

## **SERVICE CLUBS**

### **STUDENT COUNCIL**

Student Council provides students the opportunity to participate in the organization and governance of student affairs at Sterling High School. The primary aims are to:

1. Encourage and develop student leadership and responsibility;
2. Promote student opinions and interests;
3. Promote school loyalty and spirit;
4. Coordinate school activities;
5. Encourage student participation in school affairs;
6. Promote school and community service projects; and
7. Gain and maintain support and cooperation between the students and faculty.

In order to fulfill its mission, Student Council sponsors major events such as Homecoming and Spring Fling, several dances, numerous student activities, and various service projects. Council is also a member of the Northwest District of Student Councils, the Illinois Association of Student Councils, and The National Association of Student Councils and participates in leadership programs and student activities sponsored by these organizations.

Student Council membership is open to students who win election as Representatives and any other students who wish to join as Associates through participation in Council projects.

### **STUDENT ASSOCIATION (2nd Hour Reps)**

The Student Association is an organization of student representatives, elected by the students in the classes which meet during a particular class hour, which exists in order to "identify problems, interests, and concerns of students so that situations can be explained, problems can be remedied, and actions can be taken to make Sterling High School a better place." Members of this group will also serve as the student representatives on the Site Council and School Improvement Committee and will function as the communication link between the students and the administration, the staff, and these committees. Student Association members are Associate members of Student Council.

### **KEY CLUB**

Key Club is a service club sponsored by the Kiwanis. The club helps teach leadership and responsibility while helping the community and school. The club is open to all grades.

### **S.H.S. CRIME STOPPERS**

The SHS Crime Stoppers is an organization sponsored by the Whiteside County Crime Stoppers. Students serve on a Board of Directors and are responsible for the operation and promotion of SHS Crime Stoppers. The number of members on the Board of Directors is limited to 10-15 students, but all students are eligible to apply. Contact your school Resource Officer if you are interested. The goal of SHS Crime Stoppers is to eliminate criminal activity at Sterling High School by providing students with an anonymous way to report crime.

### **'S' CLUB**

The "S" Club is an organization composed of letter winners of the school. To be a member, a student (boy or girl) must have earned a Sterling High Letter in at least one sport or related activity like cheerleading, pom poms, etc., and pay yearly dues. There is a varsity and a fresh/sophomore division. The activities of the "S" Club include many community and school service projects, while also promoting Sterling athletics in the high school and community.

### **MONITORS**

Monitors are chosen to carry messages, to pick up attendance records hourly, and to direct visitors.

### **HONORS GROUPS**

#### **NATIONAL HONOR SOCIETY**

The National Honor Society recognizes scholarship, but also emphasizes character, leadership and service. Any junior or senior with a minimum grade point of 3.0 is invited to apply. The application is then evaluated by a five-member faculty council using the following criteria:

1. Service:
  - A. Service to school (since this is a school-related organization, service to school will be worth more than community service.)
    1. Has been actively involved in a minimum of two activities spread over a minimum of two-year period. Music, will not count as an activity.
    2. Is presently actively involved in at least one school activity.
    3. Is willing to spend time and energy promoting these activities; this means going beyond just paying dues or just attending meetings. (The activity sponsor will rate you on this requirement.)
    4. Has loyal school attitude; cheerfully and enthusiastically renders any requested service to the school.
    5. Willingly does committee and staff work.
    6. Is willing to take on difficult and inconspicuous responsibilities.

- B. Service to Community (desirable but not required)
- 2. Leadership
  - A. Activities.
    - 1. Assumes full responsibility when an officer or leader of an activity promotes the activity in a positive way.
    - 2. Leading others also to assume a positive attitude.
    - 3. Is reliable and dependable without prodding.
  - B. Academics
    - 1. Leads others by being dependable in all academic responsibilities, including class behavior, assignments and discussions.
    - 2. Leads others by example in appropriate and desirable behavior at school and in the community.
  - C. Character
    - 1. Has had no major infractions of rules (school or civil) that resulted in a suspension of more than three days or convictions.
    - 2. Upholds principles of morality and ethics.
    - 3. Complies with school regulations.
    - 4. Proper behavior in halls, classrooms and activities.
    - 5. Punctuality.
    - 6. Attendance.
  - D. Shows courtesy, concern and respect for others: both peers and adults (including all staff members).
  - E. Has desirable personality qualities including cheerfulness.
  - F. Demonstrates highest standards of honesty and reliability.
  - G. Has exemplary behavior that goes beyond that of the ordinary student. Following selection, if a member violates any of the above criteria, the faculty/ council will meet and recommend either probation or dismissal.

**JUNIOR ROTARIANS**

During the school year selected seniors are named as Junior Rotarians and are guests for lunch for two weekly meetings of the Sterling Rotary Club. Those selected include seniors who are recognized for the citizenship and service they have demonstrated in the school and community. Others chosen to attend are sons and daughters of Rotarians or seniors recommended by individual Rotarians. At the end of the year, the Junior Rotarians plan and present a program for the Rotary Club.

**BOY'S STATE - GIRL'S STATE**

Each year the American Legion and the American Legion Auxiliary sponsor Boy's State and Girl's State for junior boys and girls.

Here, the students become informed about the duties, privileges, rights and responsibilities of American citizenship so that they may understand and participate intelligently in their government. The students form a mythical state patterned after the State of Illinois, following Illinois governmental procedures. They are divided into city, country, and state units and elect officials and conduct the affairs of government.

**STUDENT OF THE MONTH/YEAR (Male and Female)**

The selection of a Student of the Year (male/female) starts with the naming of a Student of the Month from the senior class. This student will be chosen from a list of nominations offered monthly by the Student Council and voted on by twenty-four students, nine teachers and a counselor. While scholarship is important in being nominated for Student of the Month, voters will also consider the student's leadership qualities, extracurricular activities, poise, articulation and other personal qualities. Each month a new male and female Student of the Month will be honored and receive a savings bond to be held in trust until the end of the year.

All Students of the Month shall automatically become candidates for Student of the Year (male/female). The final determination of Student of the Year (male/female) will be made by a committee of capable and experienced judges from the community. The Student of the Year will receive a four-year scholarship contributed by local businesses and industries interested in furthering the concept of scholarship and extra-curricular involvement.

## **STUDENT PUBLICATIONS**

### **WIT: Writers In Tow**

WIT is the Sterling High School literary magazine that allows creative writers and artists to showcase their talents and take part in publishing their own work. To be considered for membership, students must fill out an application and seek a letter of recommendation in the fall of each year. Editors will be selected by the club's faculty advisors; club members vote for president and vice-president. WIT members will produce their own work, solicit work from other Sterling students, and design a layout for the magazine. Members will also help to promote reading and writing throughout the school year.

### **THE SCRIPT**

The newspaper of SHS is the SCRIPT. To be a member of the SCRIPT staff, a student should be a good English student and be an able and imaginative writer. Any enthusiastic, creative, or interested student is welcome to join.

The editorial staff and an apprentice staff are selected in the spring from those students who have shown interest in working on the paper and those who have been recommended by the English department, the SCRIPT sponsor, and current staff members. Members of this staff gain very profitable experience on both the editorial and business phases of publishing a newspaper.

### **THE WARRIOR**

**The Warrior** is the school yearbook. Interested senior and juniors may volunteer their services in any area of the yearbook work where the students' talents and interests are. Yearbook editors, however, are appointed on the recommendation of the yearbook sponsor and specific faculty personnel. They are chosen on the basis of scholarship, dependability, initiative, cooperation, and leadership. In addition to those chosen as the current Warrior staff, a group of apprentice workers of prospective personnel is selected to work with the staff and learn its functions.

## **MUSIC**

### **CONTEMPORARY CHOIR**

Concert Choir is an auditioned ensemble comprised of sophomores, juniors and seniors. Selection for the choir is by audition and consent of the teacher. Concert Choir performs age-appropriate advanced literature. The ensemble performs four concerts per year and festival participation is promoted

### **BAND**

The band meets daily for rehearsals. Membership is open to any student who has graduated from the middle school band, or who has the consent of the instructor. Participation in the band provides a student an opportunity to enjoy music, to broaden his/her knowledge of quality band literature, to improve his/her technical ability, and to acquire a foundation for a possible career in music. The band performs at all home football games, at least ten basketball games, the fiesta day parade, and three concerts. Students will also have the opportunity to study jazz and audition to be a part of the SHS Jazz band. All students are required to participate in the marching band. The marching band is stressed during the first quarter.

### **ORCHESTRA**

The Orchestra meets daily during the same period that the band meets. Membership is open to those students interested in orchestra, who have been in the program or who have the consent of the instructor. Concerts are held several times during the year. Wind and percussion instruments are added from the band for some of the concerts.

**ATHLETICS**  
**BOYS' ATHLETICS**

Nine sports comprise the boys' program: football, cross country, soccer and golf in the fall; basketball, wrestling, and swimming in the winter; track, tennis, and baseball in the spring. Separate schedules depending upon maturity, experience, and weight are made for Varsity, Junior Varsity, Frosh-Soph and Freshmen teams so that each boy will be competing with his equals.

Awards of major letters, minor letters, and numerals are made to boys who participate in all sports and meet the requirements set up by the Athletic Board. In general, a major letter is awarded to a varsity team member who plays in a designated number of contests, or to each senior who has participated in a given sport for four years, but has not yet won a major letter.

Minor letters are awarded to members of the Junior Varsity and Frosh-Soph teams who have played in the designated number of contests.

Minor letters or numerals are presented to squad members of the Frosh-Soph or Junior Varsity teams who do not qualify for major awards and to members of the freshman teams.

**GIRLS' ATHLETICS**

Ten sports comprise the girls' program: swimming, tennis, cheerleading, cross country, pom poms, and volleyball in the fall; bowling and basketball in the winter; and softball, track and soccer in the spring. Schedules are arranged depending upon the maturity and experience at the varsity and frosh-soph levels.

Awards of major and minor letters are made to girls who participate in all sports and meet the requirements set up by the Athletic Board. In general, a major letter is awarded to a varsity team member who plays in a designated number of contests. Minor letters are awarded to members of frosh-soph teams or members of varsity teams who do not participate in the designated number of contests.

**SPORTS FIELD'S NAMES**  
**Football Stadium - Roscoe Eades**  
**Track - DuWayne Dietz Track**  
**Fieldhouse - Homer Musgrove Fieldhouse**

# SCHOOL SONGS

## SCHOOL LOYALTY SONG

S.H.S., we're students loyal and true  
And we pledge our love to the Gold and the Blue  
Held in honor you will ever be  
And disgrace from us you'll never see.  
We will always love and honor thy name  
And through us we'll try to spread thy fame.  
Whether basketball or track  
Base or football we will back,  
Our dear old S.H.S.  
Oski wa wa, skinny wa wa  
Sterling High School  
Rah, Rah, Rah.

S.H.S., we're students loyal and true,  
And we pledge our love to the Gold and the Blue,  
Held in honor you will ever be,  
And disgrace from us you'll never see.  
We will always love and honor thy name,  
And through us we'll try to spread thy fame.  
Whether basketball or track,  
Base or football we will back,  
Our dear old S.H.S.  
Rickey, Rackety, Rickety, Boom!  
Rickey, Rackety, Rickety, Boom, Boom Sterling  
Boom!

## ALMA MATER SONG

The banners of our high school  
The Gold and Royal Blue;  
All tell of Sterling's glory,  
And honor ever true.  
So sing ye sons and daughters,  
And loud her praises tell;  
All hail to Alma Mater,  
Full let the chorus swell.

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