

SVHS STUDENT/PARENT HANDBOOK

425 S. Pine St.
Stillman Valley, IL 61084
815.645.2230
www.stillmanvalleyhigh.org

“EMPOWERED TO EXCEL”

AUTHORIZATION FOR INTERNET ACCESS

***SEE INTERNET ACCESS IN THE HANDBOOK FOR MORE GUIDELINES.**

I understand and will abide by the rules for Internet access. I understand that the District and/or its agents may access and monitor my use of the Internet, including my e-mail and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action may be taken up to and including expulsion from school. In consideration for using the district's Internet connection and having access to public networks, I hereby release the school district and its board members, employees, and agents from any claims and damages arising from my use or inability to use the Internet.

USER SIGNATURE

DATE

I have read the guidelines for Internet access. I understand that access is designed for educational purposes and that the district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the district to restrict access to all controversial and inappropriate materials. I will hold harmless the district, its employees, agents, or board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of use with my child. I hereby request that my child be allowed access to the district's Internet.

PARENT/GUARDIAN NAME (Please Print)

DATE

PARENT/GUARDIAN SIGNATURE

PREAMBLE

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

When violations of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his/her parents/guardians, and other support

personnel to help the student correct his/her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community, as well as helping the student develop self-discipline. When determining the response for a specific violation of discipline, school personnel will consider the nature of the act, the student's previous history, his/her age and maturation, any mitigating circumstances and the effect his/her action had on the welfare of the school community. Disciplinary responses may include, but are not limited to, the actions described in this handbook.

This handbook does not equate to an irrevocable contractual commitment to the student. This handbook is only a summary of board policies governing the district. Those policies are available for inspection at the district's administrative office. Membership or participation in a school-sanctioned activity is a privilege and not a right. The school has the right to update this handbook at any time during the school year.

MERIDIAN COMMUNITY UNIT DISTRICT # 223

MISSION STATEMENT

"Our mission is to educate students to be self-directed learners, collaborative workers, complex thinkers, quality producers and community contributors."

INTRODUCTION

Welcome to Meridian Community Unit #223 and especially Stillman Valley High School. We hope that you can make this year one of your best. You will find that the teachers and administrators are always willing to help you.

Each of you is being given a copy of this handbook, which has been prepared for the express purpose of presenting information about our school policies, courses of study, and activities. READ THIS BOOK CAREFULLY, for it will answer many questions about your needs and what will be expected of you. We suggest that you take this booklet home and let your parents read it, because they too, are involved in your success in high school. If both you and your parents understand how your school is operated, it should make your years at Stillman Valley High School more beneficial and pleasant.

In planning for the future, it is considered advisable for each student to consider his/her four years in high school. In addition to choosing seven or eight subjects for the freshman year, you will want to make a tentative choice of subjects for each of the following three years. This choice of subjects for each of the following three years should be individually planned to meet graduation requirements and should give you experience in a variety of subject areas based upon your interests, your abilities, and whether you plan later to attend college, vocational school, trade school or an apprenticeship. Students should begin thinking of the vocation/career for which they are preparing.

The experiences you have in each classroom will help you form your educational and vocational goals. The counseling office and the school library can supply the inquiring student with available information on various occupations in today's world of work. Upon entering high school, you will meet a counselor who will provide assistance in planning courses, talk with you about your high school activities, and help you think through any school problems or concerns. Teachers, counselors, and administrators are always happy to talk to students about life and activities at Stillman Valley High School.

STILLMAN VALLEY HIGH SCHOOL CHAPTER OF THE NATIONAL HONOR SOCIETY

NHS MEMBERSHIP REQUIREMENTS:

1. 3.0 grade point ratio on the scale used for class rank
 2. 9 Faculty Ratings (minimum)
 3. An overall NHS character rating of 3.0 or better for spring inductions (juniors & seniors)
- * The overall NHS rating includes the scholarship (GPA), which comes from the counseling office records and faculty ratings in service, leadership, and character. For faculty rating, a preliminary eligibility list of names of students who have the required GPA is provided. Faculty ratings are averaged in each area for individual students. The results of this tally are entered on a final tally sheet which will show a rating from 0 (low) to 5 (high) in three areas: service, leadership and character. The ratings are then averaged for final eligibility. The NHS induction ceremony typically occurs in the last week of April. The selection process is done two weeks prior with students and parents being notified one week prior to the induction ceremony date.

After induction, if a student's grade point drops below 3.0, the student is placed on probation and is given one grading period to pull their grade point up. If the student's grade point is not pulled up, the student will be dismissed.

9th GRADE STUDENTS PLEASE NOTE: You are advised to study these requirements closely, and if you are interested in becoming a member of the National Honor Society, plan your high school experiences accordingly. You cannot guarantee your selection as an NHS member, but you can put yourself in a more favorable position. Academic achievement alone will not get you into the National Honor Society.

STILLMAN VALLEY HIGH SCHOOL LATIN HONORS PROGRAM

CUM TOTUS FACTUM (WITH TOTAL ACHIEVEMENT)

- Met and/or exceeded standards on either the ACT, SAT, ASVAB(AFQT) or other Illinois standardized subject area tests, earning a composite of 21 or higher on the ACT or a 1060 or higher on the SAT, or a Category IIIA & IIIB (31-64) on the ASVAB(AFQT)
- Earned a 2.6-3.44 GPA
- Demonstrated good citizenship; no suspensions or acts of gross misconduct, acts of aggression or violence during junior or senior year
- Passed at least 2 capstone or college level courses with grades of C or above

CUM ALTUS FACTUM (WITH HIGHEST ACHIEVEMENT)

- Met and/or exceeded standards on the ACT, SAT, ASVAB(AFQT) or other Illinois standardized subject area tests, earning a composite score of 26 or higher on the ACT or a 1240 or higher on the SAT or a Category I or II (65-99) on the ASVAB(AFQT)
- Earned a 3.45 or higher GPA
- Demonstrated good citizenship; no suspensions or acts of gross misconduct, acts of aggression or violence during junior or senior year
- Passed at least 4 capstone or college level courses with grades of B- or above
 1. The program is designed to help encourage and motivate students to push themselves to take rigorous courses and to excel in them.
 2. The program will help guide students to challenge themselves with capstone courses in all subject areas, especially during the senior year when many students are looking to create an easy, no pressure schedule.

3. The program will encourage students to seek out and take the capstone courses our different departments offer, allowing students to deepen their knowledge and expand their ability to apply themselves with the content.
4. The program focuses on what is important in school, learning and advancing that learning at higher levels of thinking.
5. Encourages full effort and achievement on Illinois standardized tests.

*See the SVHS Course Description Guide for additional details about capstone courses.

SCHOOL CALENDAR 2022-2023

AUGUST

- 15-16 Teacher Institute – No School
17 First Day of Student Attendance

SEPTEMBER

- 2 Early Dismissal 11:10 am
5 No School – Labor Day

OCTOBER

- 7 Early Dismissal 11:10 am
10 Columbus Day – No School
21 End of 1st Quarter

NOVEMBER

- 8 Election Day – No School
11 Veteran’s Day – No School
23 No School
24 Thanksgiving – No School
25 No School

DECEMBER

- 22 Early Dismissal 1:00 pm / End of First Semester
23 - 30 No School - Winter Break

JANUARY

- 2-6 No School – Winter Break
9-10 Teacher Institute – No School
16 Martin Luther King Day – No School

FEBRUARY

- 17 Early Dismissal 11:10 am
20 President’s Day – No School

MARCH

- 17 End of Third Quarter
24 Early Dismissal 11:10 am
27-31 Spring Break – No School

APRIL

- 7 No School – Good Friday

10 No School – Easter Monday

MAY

29 Memorial Day

30 Early Dismissal @ 1 pm / Last Day of School

31 Possible Emergency Days

JUN.

1,2,5,6 Possible Emergency Days

PERIOD & BELL SCHEDULES **MONDAY, TUESDAY, THURSDAY & FRIDAY**

Seminar	8:00-8:25	(25 minutes)
Period 1	8:30-9:48	(78 minutes)
Period 2	9:53-11:11	(78 minutes)
Period 3 with A Lunch	11:45-1:06	(81 minutes)
Period 3 with B Lunch	11:16-11:54 & 12:27-1:06	(77 minutes) (3 min. passing after lunch)
Period 3 with C Lunch	11:16-12:36	(80 minutes)
Period 4	1:11-2:30	(79 minutes)

WEDNESDAY

Period 1	8:30-9:48	(78 minutes)
Period 2	9:53-11:11	(78 minutes)
Period 3 with A Lunch	11:45-1:06	(81 minutes)
Period 3 with B Lunch	11:16-11:54 & 12:27-1:06	(77 minutes) (3 min. passing after lunch)
Period 3 with C Lunch	11:16-12:36	(80 minutes)
Period 4	1:11-2:30	(79 minutes)

AMENDED CLASS SCHEDULE

Period 1	8:00 – 8:45
Period 2	8:48 – 9:33
Period 3	9:36 – 10:21
Period 4	10:24 – 11:10

SVHS GRADUATION REQUIREMENTS

SUBJECT AREA

English	4 credits
Mathematics	3 credits
Science	3 credits
Social Science	3 credits
Computer /Keyboarding	1 credit
Physical Education	1 credit**
Health	.5 credit
Consumer Education	.5 credit

Fine Arts/Vocational	2 credits
Required Credits	18
Elective Credits	10
Total Credits	28

Specifically Required Courses

Health	.5
Introduction to Computers	.5
U.S. History	1.5
Government	.5
Consumer Education	.5
Physical Education	1

Science – 2 of the following 3 courses (Earth Science, Biology, or Chemistry)

- Credits are earned by semester. One semester of a course earns ½ credit.
- **Note:** Illinois also requires that all high school students take a statewide assessment (test). The SAT with essay is the required statewide test in Illinois high schools. All public school students enrolled in grade 11 will take the SAT & ISA or the DLM-AA, an alternate test for students with significant cognitive disabilities.
- * **Enrollment in Drivers Education will be contingent on the student passing 14 classes the previous two semesters.**
- ** Students may be waived from physical education class per school code 105 ILCS 5/27-6 or Medical Physical Education Waiver.

RECOMMENDED MINIMUMS FOR COLLEGE

The following high school subjects are the minimum required of a first year college student entering community college transfer programs and public universities in Illinois.

UNITS SUBJECTS

4	English (emphasizing written and oral communications and literature)
3	Social Studies (emphasizing history and government)
3	Mathematics (introductory through advanced algebra, geometry, trigonometry, or fundamentals of computer programming)
3	Science (laboratory sciences)
2	Foreign Language, Music, or Fine Arts

*If you have any questions regarding these minimums, contact an admissions counselor regarding specific program requirements at the college of your choice.

CLASSIFICATION BY CREDITS

Freshman: 0 Credits	Sophomore: 6 Credits
Junior: 12 Credits	Senior: 20 Credits

*All dances and privileges associated with class standing will be determined by credit classification.

**Student classification will be changed for those students behind in credits if the student has achieved the appropriate number of credits at the end of the first semester.

STUDENT RIGHTS AND RESPONSIBILITIES

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, District policies, or SVHS rules will be subject to disciplinary measures.

DUE PROCESS

The Board of Education and Administration intend to protect the rights of students. A brief summary of Due Process for students follows:

1. A student has the right to hear the charges/evidence against him/her.
2. A student has the right to tell his/her side of the story.
3. A student (and parent/guardian) has a right to be informed of the decision.
4. A student and that student's parents/guardians have a right to a hearing with:
 - 1st – Principal: 425 S. Pine St., 815-645-2230
 - 2nd – Superintendent: 207 W. Main St., 815-645-2230
 - 3rd – Board of Education

SEARCH AND SEIZURE

For the safety and supervision of students in the absence of parent(s)/guardian(s), to maintain discipline and order in schools, and to provide for the health, safety and welfare of students and staff, school authorities are authorized to conduct searches of students and their personal effects, as well as Meridian CUSD #223 property including vehicles in the parking lot.

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, parking lots, technology equipment, etc...) as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. School authorities may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal and/or dangerous substances/materials. School authorities may request the assistance of law enforcement to conduct searches through the use of specially trained dogs.

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, personally owned technology equipment, etc...) when there are reasonable grounds for suspecting that the search will produce evidence the particular student has violated or is violating either the law, Meridian CUSD #223 policy, or SVHS conduct rules. The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

School property, including, but not limited to, desks, lockers, parking lot, and technology equipment owned and controlled by the Meridian CUSD #223 may be searched by school authorities at any time. School authorities are authorized to conduct area-wide, general administrative inspections of school property (e.g., searches of all student lockers) without notice to or consent of the student and without a search warrant.

If a search produces evidence that the student has violated or is violating either the law or Meridian CUSD #223 policy or SVHS rules, such evidence may be seized and impounded by school authorities and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

USE OF POLICE

It is the philosophy and belief of the administration at Stillman Valley High School that the responsibility of dealing with student discipline violations rests with the school. Thus, we will make every effort to handle such problems in-house, according to the policies and procedures established by the district and the school. However, when violations of state and/or municipal ordinances occur, when students and/or parents refuse to work within the established policies of the district and school, or when security of person or property appears to be in jeopardy, we will not hesitate to call the police and initiate arrest and prosecution proceedings. Additionally, at the school's request, the police may be asked to assist in investigating possible violations of student conduct, state, and/or municipal ordinances.

OFF-CAMPUS CONDUCT

A student's off-campus conduct that results in material and/or substantial disruption, or poses a true threat to students, staff, or the school, and interferes with the school's educational functions may result in a student receiving a disciplinary consequence commensurate with the frequency and severity of the violation.

Using a home-based or off-campus computer such that the use results in material and/or substantial disruption to the school and/or a true threat will constitute grounds to investigate whether the use violates applicable law or school rules. Should such misuse be determined, the student may receive a disciplinary consequence commensurate with the frequency and severity of the violation.

SECURITY CAMERAS

Security cameras are placed throughout the school building, grounds, and on school buses for the purpose of monitoring activity that occurs before, during, and after official school hours. The security cameras are visible and are not concealed unless mandated by a court order or in cooperation with a law enforcement investigation.

STUDENT APPEARANCE

Student dress and grooming must not disrupt the educational process during the school day, interfere with the maintenance of a positive teaching/learning climate during the school day, or compromise reasonable standards of health, safety, and decency.

The School Board believes it is the parents' responsibility to have their children dress in an acceptable manner in school. Any form of dress that is deemed to be a distraction or disruption to the educational process is unacceptable for school, such as:

1. Clothing must be non-transparent (undergarments cannot be seen), size appropriate, and in good repair. Clothing cannot be torn or shredded and may not have holes in inappropriate locations.
2. Shirts, blouses, and dresses must completely cover the abdomen, back, and shoulders, and the article of clothing **must have sleeves**. Shirts, blouses, and tops that are not tucked in must be long enough to cover the midsection when the student is standing or sitting so that no undergarments or boxers will show. The following will **not** be allowed (this is not a comprehensive list): tank tops; tops with the back out, cleavage showing, or any midriff showing.
3. Pants or shorts must be worn as designed. Skirts, dresses, and shorts must be school appropriate.
4. Students will wear appropriate and safe footwear at all times. Slippers are inappropriate indoor academic attire.
5. Biking shorts are not acceptable dress.

6. Sunglasses are not acceptable dress for school. *See *Hats/Sunglasses Section*
7. Hats, hoods, sweatbands, and bandanas are not acceptable dress.
8. Sagging or baggy pants not worn at the waistline are not acceptable dress.
9. Chains on wallets or any items that could be construed as a possible weapon are not acceptable.
10. Clothing or jewelry displaying language or symbols promoting violence, vandalism, sex, suggestive material, Satanism, use of drugs, alcohol or tobacco, or containing language/symbols degrading any gender, cultural, religious, or ethnic values are not acceptable dress.
11. Coats shall be left in the students' lockers.

The above list is only a guideline and should not be considered all-inclusive. When dress is identified as inappropriate, the student will be immediately referred to the administration for any of the following appropriate actions.

1. A request to remove or cover up the unacceptable clothing, jewelry, etc.
2. Parental contact to bring in acceptable clothing.
3. Student sent to in-school suspension if nothing can be done to either cover up, remove, or replace the inappropriate dress.

*Student automatically receives a major disciplinary referral for any dress code violation.

**See *Student Discipline Section for disciplinary consequences*

If a student and/or parent has to debate whether the clothing the student is considering wearing may be inappropriate - it probably is. Stillman Valley High School is committed to providing the best educational climate possible. Student dress is part of that climate. Although there are very few restrictions on dress in the Meridian School District, we expect all students to respect and observe the stated dress code and guidelines.

CLOSED CAMPUS

Students are to remain in the Stillman Valley High School building continuously from the time of reporting/arrival to campus to the time of departure/dismissal at the end of the day, unless permission to leave is granted by the principal or office personnel. If a student becomes ill or for some other reason must leave the building during school hours, the student must go to the office and obtain permission to leave. Students not obtaining permission, not checking out of the office, and/or not calling a parent/guardian will receive an unexcused absence and will not be allowed to make up work missed for full credit. Students not obtaining permission to leave campus are subject to disciplinary action.

LUNCH

A lunch period is part of every student's schedule. Students are required to remain on campus and eat in the multi-purpose room. It is the responsibility of SVHS students to throw their trash away and keep the multi-purpose room clean. Students that elect to take off-campus classes will not necessarily be given 30 minutes for lunch. In an effort to maximize class time and to provide travel time to an off-campus location these student's lunches may be considerably shorter than 30 minutes.

The automated lunch system will only allow students to charge up to negative \$5. Once the student's balance reaches -\$5 the student is allowed to have a peanut butter and jelly (or comparable) sandwich and milk. Students are only allowed purchases for the individual cardholder. Students may not buy items for a friend.

Applications for free and reduced lunches are available in all school offices and at registration. Completed applications may be returned to any school office and will be approved or denied by the

district superintendent. Parents will be notified by mail of approval or denial.

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:

In incidents of gross misconduct involving possession and/or use of tobacco, alcohol, drugs, look-alike substances, and weapons, the following conditions apply. It should be noted that the underlying philosophy in regard to the consequences on initial incidents involving personal use/possession of tobacco, drugs, and alcohol is to provide students and parents with the opportunity to assess potential addictions to these substances, and recommend education and interventions.

1. Possession of tobacco or look-alike substances.

First violation: One-day suspension

Subsequent violations: Two to three-day suspension

2. Using, distributing, purchasing, soliciting, or selling tobacco or look-alike substances.

First violation: One day out of school suspension

Second violation: ***Option 1:** 3-day out of school suspension if the student, along with the parent's or guardian's approval, agrees to be evaluated and assessed through a Student Assistance Program (SAP). See SAP conditions. **Option 2:** 5-day out of school suspension

Third violation: 10-day out of school suspension and possible expulsion hearing.

3. Using, possessing, distributing, purchasing, soliciting, or selling alcoholic beverages. Students who emit the odor and/ or are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

First violation: ***Option 1:** 3-day out of school suspension if the student, along with the parent's or guardian's approval, agrees to be evaluated and assessed through a Student Assistance Program (SAP). See SAP conditions. **Option 2:** 5-day out of school suspension.

Second violation: ***Option 1:** 7-day out of school suspension if the student, along with the parent's or guardian's approval, agrees to be evaluated and assessed through a Student Assistance Program (SAP). See SAP conditions. **Option 2:** 10-day out of school suspension and possible expulsion.

Third violation: 10-day out of school suspension and possible expulsion hearing.

4. Purchasing, using and/or possessing illegal drugs, anabolic steroids, or controlled substances, look-alike drugs and drug paraphernalia. Students who emit the odor and/ or are under the influence are not permitted to attend school or school functions and are treated as though they had drugs in their possession.

First violation: 1-10 day out of school suspension and possible expulsion hearing. ***Option 1 (if applicable):** 5-day out of school suspension if the student, along with the parent's or guardian's approval, agrees to be evaluated and assessed through a Student Assistance Program (SAP). See SAP conditions. **Option 2 (if applicable):** 10-day out of school suspension.

Second violation: 10-day out of school suspension and possible expulsion hearing.

5. Selling, soliciting, transferring, or distributing illegal drugs or controlled substances, look-alike drugs, and drug paraphernalia.

a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).

b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.

- c. Any performance-enhancing substance on the IHSA's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions.
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance:
 - i. that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or
 - ii. about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one:
 - i. that a student believes to be, or represents to be, an illegal drug or controlled substance; or
 - ii. 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.
- g. Drug paraphernalia, including devices that are or can be used to:
 - i. ingest, inhale, or inject cannabis or controlled substances into the body; and
 - ii. grow, process, store, or conceal cannabis or controlled substances. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

First violation: 10-day out of school suspension and possible expulsion hearing.

6. Using, possessing, soliciting, controlling or transferring a weapon.

- a. A "weapon" means possession, use, control, or transfer of any object, which may be used to cause bodily harm, including, but not limited to, brass knuckles and billy clubs or "look-alikes" of these objects. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm.

First violation: 1-10 day out of school suspension and possible expulsion hearing.

Second violation: 1-10 day out of school suspension and expulsion hearing.

- b. Using, possessing, distributing, soliciting, purchasing, or selling explosives or firearms.

First violation: 10-day out of school suspension and expulsion for up to two years.

The consequences for incidents involving tobacco, alcohol, drugs, and weapons are for a student's entire high school career. For example, if there is an incident during a student's freshman year and then another one during the junior year, the junior year incident would be considered the second violation.

STUDENT ASSISTANCE PROGRAM (SAP)

The following are the conditions for option 1 as indicated in violations #1, #2, and #3.

A student that chooses option one agrees to schedule an appointment with a chemical dependency counselor within the scheduled suspension and must notify the principal of the time and date of this appointment. The student must participate in the assessment process (the cost of any and all

assessments will be the responsibility of the student and/or parents) and follow the counselor's recommendations to completion. If treatment or counseling is recommended, it must be completed with an Illinois-certified chemical dependency counselor. The student must waive his or her rights of confidentiality so that verification of this assessment and a written report can be given to the principal. It is the responsibility of the student and parents to keep the principal apprised of the student's progress throughout this entire process. The student must follow the prescribed program or the consequences of option 2 will go into effect immediately.

*The parents/guardians and student must decide on an option in writing within 3 days of being notified of the violation. If no option is chosen, option 2 consequences will be administered.

- 7. Using or possessing an electronic paging device. Using a cellular phone, video recording device, personal digital assistant (PDA), smart watch, or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take pictures in locker rooms and bathrooms, cheat or otherwise violate student conduct rules. All electronic devices must be kept powered off and out of sight during the regular school day from 8:00 A.M. to 2:30 P.M. Students may use their electronic device during lunch in the Multi-Purpose Room only.**

Students in violation of this policy will have the electronic device confiscated and are subject to disciplinary action, which includes a parent/guardian having to pick up the device in the office.

First violation: Four-hour Saturday School or a 1 - 10-day suspension and possible expulsion hearing

Second violation: 1 - 10-day suspension and possible expulsion hearing

Third violation: 1 - 10-day suspension and possible expulsion hearing

- 8. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct. (Insubordination/disrespect)**

First violation: 1 - 10-day suspension and possible expulsion hearing

Second violation: 1 - 10-day suspension and possible expulsion hearing

Third violation: 1 - 10-day suspension and possible recommended expulsion hearing

- 9. Using violence, force, noise, coercion, threats, intimidation, fear, bullying or other comparable conduct toward anyone or urging other students to engage in such conduct or writing or verbalizing plans to engage in such conduct.**

First violation: 1 - 10-day suspension and possible expulsion hearing

Second violation: 1 - 10-day suspension and possible expulsion hearing

Third violation: 1 - 10-day suspension and recommended expulsion hearing

- 10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property. Student will pay for restitution or damages.**

First violation: 1 - 10-day suspension and possible expulsion hearing

Second violation: 1 - 10-day suspension and possible expulsion hearing

Third violation: 1 - 10-day suspension and possible expulsion hearing

- 11. Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia. *See Gang Activity Prohibited Section**

First violation: 1 - 10-day suspension and possible expulsion hearing

Second violation: 1 - 10-day suspension and recommended expulsion hearing

- 12. Engaging in any activity that constitutes an interference with school purposes or an educational function or is disruptive. Including, but not limited to: inappropriate obscene language and sexual harassment.**

First violation: 1 – 10-day suspension and possible expulsion hearing

Second violation: 1 – 10-day suspension and possible expulsion hearing

Third violation: 1 – 10-day suspension and possible expulsion hearing

13. **Failure to serve detentions may result in a suspension. Suspensions do not substitute/erase detentions.** *See *Detentions Section*

First violation: Parent/guardian notified and an additional detention will be assigned

Second violation: Two-hour Saturday school

Third violation: Four-hour Saturday school

Subsequent violations: 1 – 10-day suspension and possible expulsion hearing

14. **Failure to serve Saturday school detentions may result in an out of school suspension. Suspensions do not substitute/erase detentions.** *See *Saturday School Detentions section*

First violation: Parent/guardian notified and an additional Saturday School will be assigned

Second violation: 1-day suspension

Third violation: Conference with parent and student and / or 2 – 10-day suspension

Subsequent violations: Conference with parent and student and / or 3 – 10-day suspension and possible expulsion hearing

15. **Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.**

First violation: up to 1 – 3-day suspension

Second violation: up to 10-day suspension

Third violation: up to 10-day suspension and possible expulsion hearing

16. **Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning environment, or compromise reasonable standards of health, safety, and decency. See Student Appearance.**

First violation: Verbal warning & items referenced in Student Appearance

Second violation: Detention

Third violation: Two-hour Saturday school

Fourth violation: Four-hour Saturday school

Subsequent violations: 1 – 10-day suspension and possible expulsion hearing

Violations for any of the above incidents may be reported to police authorities.

These grounds for out of school suspension apply whenever the student's conduct is reasonably related to 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 sponsored activity/event or any activity/event which bears a reasonable relationship to school.
3. Traveling to or from school; a school activity, function or event; or anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, an interference with school purposes or an educational function, or the student's presence at school may reasonably be considered to create an interference with school purposes or an educational function.

DISCIPLINARY MEASURES

If a student chooses to engage in behavior or conduct that inhibits the teaching - learning process or violates the policies of Meridian CUSD #223 or rules of Stillman Valley High School, the

following disciplinary measures include, but are not limited to, the following:

1. Discipline conference
2. Removal from classroom
3. Withholding of privileges (ex. Parking, Dance, Extra-curricular activities, etc.)
4. Restitution
5. Seizure of contraband
6. Detentions
7. Saturday morning detentions provided the student's parents and/or guardians have been notified
8. Suspension of bus riding privileges
9. Parent shadowing **See Parent Shadowing Section*
10. Notification of parents/guardians
11. In-School suspension for a period not to exceed five days
12. Suspension from school and all school-sponsored events for up to 10 days
13. Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, or weapons
14. Expulsion from school and all school sponsored events for up to two calendar years (Policy 7.190; p.3 of 5)

***Students receiving out of school suspensions will not be allowed on school property for the duration of the suspension. Students are allowed to make up all work for 100% credit during suspension if the work is turned in upon completion of the suspension. Suspended students will also be prohibited from attending any school-sponsored activity during the suspension. Suspended students who also are part of an extracurricular organization will be subject to the terms and conditions of the Stillman Valley High School Athletic/Activity Handbook.**

SATURDAY SCHOOL DETENTION

Saturday School will take place at the high school on Saturday mornings from 8:00 A.M. to 10:00 A.M. and from 8:00 A.M. to 12:00 noon. Saturday School will be assigned for various reasons including: truancy, tardiness, inappropriate behavior, failure to serve a detention, etc. This policy enables students to serve time for disciplinary problems without missing classroom instruction. Students refusing to serve any Saturday School sessions will be assigned an additional Saturday School and could be suspended up to 10 days out of school for insubordination. An out of school suspension does not erase/substitute an assigned Saturday School detention.

DETENTION

Teachers or administrators can assign before or after school detentions. It will be the student's responsibility to provide transportation to or from detentions.

PARENT SHADOWING

Parents and students who would like to have an alternative to some out of school suspensions and/or Saturday detention, may opt to choose parent shadowing, if offered by the administration. The parent must agree to accompany his/her child all day during school. This would be subject to administrative approval.

HARASSMENT OF STUDENTS PROHIBITED

Bullying, Intimidation, and Harassment Prohibited

No person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; nationality; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability;

order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

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

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

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Making a Complaint: Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, or a Complaint Manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Nondiscrimination Coordinator:

Dr. P.J. Caposey, Superintendent
207 W. Main St.
Stillman Valley, IL 61084
815/645-2230

Complaint Managers:

Dr. P.J. Caposey, Superintendent
207 W. Main St.
Stillman Valley, IL 61084
815/645-2230

Jill Davis, Meridian Junior High Principal
207 W. Main St.
Stillman Valley, IL 61084

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

SEXUAL HARASSMENT

Sexual harassment of students is prohibited. An employee, district agent, or student engages in sexual harassment whenever he/she makes unwelcome sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct of a sexual or sex-based nature.

Sexual harassment imposed denies or limits the provision of educational aid, benefits, services or treatment; or that makes such conduct a condition of a student's academic status. It has the purpose or effect of the following:

Substantially interfering with a student's educational environment

1. Creating an intimidating, hostile, or offensive educational environment
2. Depriving a student of educational aid, benefits, services or treatment
3. Making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student

The terms "intimidating", "hostile", and "offensive" include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment are encouraged to discuss the matter with the student Nondiscrimination Coordinator, building principal, or assistant principal. Students may choose to report to person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the building principal or assistant principal for appropriate disciplinary action. Students determined to be guilty of sexual harassment will have the following consequences:

First violation:

Option 1: up to a 1 day out of school suspension if the student, along with the parent's or guardian's approval, agrees to have the student attend and complete a sexual harassment educational program provided by the school.

Option 2: 5-day out of school suspension

Second violation:

Option 1: up to a 5-7 day out of school suspension if the student, along with the parent's or guardian's approval, agrees to have the student attend and complete a sexual harassment educational program provided by the school.

Option 2: 10-day out of school suspension

Third violation: 10-day out of school suspension and possible expulsion hearing.

SEX OFFENDER INFORMATION

The Sex Offender Registration Act requires the principal or teacher of a public or private elementary or secondary school to notify the parents of children attending the school during school registration or during parent-teacher conferences that information about sex offenders is available to the public as provided in the Act.

- Information about sex offenders is available at www.isp.state.il.us/sor

HAZING PROHIBITED

Soliciting, encouraging, aiding, or engaging in hazing is prohibited. "Hazing" means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are, or include, other students. Students engaging in hazing will be subject to one or more of the following disciplinary actions.

1. Conference with parent/guardian
2. Removal from extra-curricular activities
3. Referral to appropriate law enforcement agency

Students engaging in hazing that endangers the mental or physical health or safety of another may also be subject to:

1. Suspension for up to 10 days
2. Expulsion for the remainder of the school term

GANG ACTIVITY PROHIBITED

Students are prohibited from engaging in gang activity. A "gang" is any group of 2 or more persons whose purpose includes the commission of illegal acts. No student shall engage in any gang activity, including, but not limited to:

1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other things that are evidence of membership or affiliation in any gang.
2. Committing any act, omission, or using any speech, either verbal or non-verbal (such as gestures or handshakes, writing/graffiti) showing membership or affiliation in a gang.
3. Using any speech, committing any act or omission in furtherance of the interests of any 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(s) or other violation(s) of school district policies or school rules.
 - d) Inciting other students to act with physical violence upon any other person.

Students engaging in any gang-related activity will be subject to one or more of the following disciplinary actions:

1. Conference with parent/guardian
2. Removal from extra-curricular and athletic activities
3. Suspension for up to 10 days
4. Referral to an appropriate law enforcement agency
5. Expulsion for up to two calendar years

BREATHALYZER UTILIZATION AT SCHOOL

In the interest of protecting the health and safety of our students and fulfilling the District's custodial responsibility for its students, the Board of Education authorizes the Superintendent, Principal, or authorized designee (collectively, "Administration") to administer a breathalyzer test during the school day to any student for whom reasonable suspicion exists of being under the influence of alcohol. The Board of Education also authorizes the Superintendent, Principal, or authorized designee to administer breathalyzer tests to students (and their guests) for whom reasonable suspicion exists of being under the influence of alcohol at school functions and school-sponsored events.

Prior to utilization of the breathalyzer, the authorized administrator shall attempt to contact the student's parent. If the parent declines the use of the breathalyzer, the Administration may contact the police and also consider appropriate disciplinary action for being under the influence of alcohol based on the facts and circumstances of each matter. If the parent cannot be reached after reasonable effort, the student will be requested to take the breathalyzer test. Should the student decline, the Administration may deny admission to the event (if applicable) and may consider the refusal to be insubordination with the student being subject to appropriate disciplinary consequences under Board Policy.

BUS CONDUCT

The same conduct rules that apply on the campus of Stillman Valley High School also apply on bus routes. Bus drivers are responsible for conduct on his/her bus and will report serious misconduct to the principal. Gross disobedience or misconduct will result in the suspension of bus riding privileges and possible suspension from school. Examples of misconduct include, but are not limited to the following:

1. Prohibited student conduct as defined in the STUDENT DISCIPLINE section of the student-parent handbook
2. Willful injury or threat of injury to a bus driver or to another rider
3. Willful and/or repeated defacement of the bus
4. Repeated use of profanity
5. Repeated willful disobedience of the bus driver's directives
6. Such behavior as the administration deems to threaten the safe operation of the bus and/or its occupants

Video cameras may be used on school buses as necessary in order to monitor and maintain a safe environment for students and employees. Students are prohibited from tampering with the video cameras. Students who violate this regulation shall be disciplined in accordance with the discipline policy and shall reimburse the district for any repair(s) or replacement(s) necessary as a result of the tampering.

FIELD TRIPS

A school field trip is a planned visit to points outside the regular classroom. Generally, its purpose is to develop appreciation and understanding of things as they really are and to secure information at its source to help bring school and community programs into closer relationship.

Attendance on field trips is an excused absence. Students will be expected to turn in homework assignments prior to the field trip. If for some reason a teacher feels a student should not go on a scheduled field trip, the teacher will meet with an administrator and a decision will be made.

All district regulations, policies and procedures regarding student conduct are to be observed on a field trip. Failure to comply with these rules may lead to suspension from future field trips and/or other disciplinary action consistent with the district's discipline policy, up to and including expulsion. The same code of conduct, which applies at school and on school buses, also applies to students who are riding the bus for field trips. Students who do not follow the rules and regulations or directions given to them by the bus driver will receive disciplinary action, including, but not limited to, removal from transportation for up to 10 days, excess of 10 days for safety reasons, and/or all other appropriate action.

Students traveling on a school bus to and from an activity or event that is school sponsored are required to ride on the bus both ways. Only a parent or legal guardian can request in writing (to the Principal or designee) prior to the activity to have his/her student ride with them.

FOOD & DRINK

Food and drink vending machines are available in the Multi-Purpose Room. Food and drink may

be purchased after school. Food and drink may be taken and consumed in the Multi-Purpose Room only. Students are allowed to carry water throughout the school – and water only – in a purchased water bottle (Dasani, SmartWater, etc.) or in a clear container brought from home (Nalgene, etc.). All other food and drinks taken out of the Multi-Purpose Room may result in disciplinary action. If there are special accommodations, it must be approved by the administration.

HATS/SUNGLASSES

Hats/sunglasses may not be worn in the Stillman Valley High School building. Upon entering the building, hats/sunglasses must be removed immediately and placed in the student's locker for the remainder of the school day. Hats/sunglasses may not be worn anytime in the SVHS building. This includes after school.

PUBLIC DISPLAY OF AFFECTION

The staff of SVHS does not wish to interfere with personal relationships, but standards have to be established to determine what is acceptable in a public school setting. Students may hold hands, and that is the extent of the physical contact that will be allowed. Students will receive a discipline referral on the first offense, and on the second offense, the students will be required to have a conference with the principal or counselor.

STUDENT DRIVING/VEHICLES

Because Meridian CUSD #223 is willing to provide bus transportation to all district students, allowing students to drive vehicles to and from school is a privilege. As long as a student manages this privilege responsibly and maturely, he or she will be permitted to provide his or her own transportation to and from school. The following list of conditions includes but is not limited to the following:

1. Vehicles must be parked in the southwest parking lot in a manner consistent with a parking lot shape.
2. Students may not loiter in or around his/her cars or the parking lot before school, during lunch or after school. Once on campus, the student is required to park his/her vehicle and enter the high school building immediately. Likewise, after school, students are required to leave campus as soon as is reasonably possible by the southwest or multipurpose room exits.
3. Reckless and careless driving will not be permitted. If a student chooses to drive in a manner that is dangerous and/or threatening, driving privileges may be revoked for up to one calendar year.
4. Students illegally passing school buses on or off campus will be reported to law enforcement authorities.
5. Students may not ride in the back of pick-up trucks while on campus.
6. Littering is prohibited
7. Any other act that does not demonstrate responsible, mature operation of a motor vehicle.

Students violating any of the above conditions may lose the privilege of driving on campus for up to one (1) calendar year. Students violating driving and parking privileges are subject to a variety of disciplinary actions, including, but not limited to, towing of vehicle, detention, or suspension.

Any person driving a vehicle on district property is deemed to consent to a complete search of the automobile, with or without cause, by school officials or police. If any person in the car other than the driver is the current custodian of the vehicle, consent to search is deemed given by the custodian also. The area of search will include the entire passenger compartment, engine compartment, the undercarriage, and the trunk and all containers therein, locked or unlocked.

RE-ENROLLMENT

Re-enrollment shall be denied to any individual above the age of 16 years who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. A person denied re-enrollment will be provided counseling and will be directed to alternative educational programs, including adult education programs, which lead to graduation or receipt of a GED diploma.

ANNOUNCEMENTS

Any announcement that is to be placed in the daily bulletin must be turned into the office by 8:00 A.M. A form to be filled out and signed by the organization sponsor may be picked up in the office. The daily bulletin will be distributed during both A & B days. There will also be a copy of the daily bulletin posted on the web page.

ATTENDANCE PROCEDURES AND RESPONSIBILITIES

The Board of Education, administration and faculty of Stillman Valley High School believe that maximum educational achievement occurs for most students through regular attendance in classes; while excessive absences may result in a poor grade and possible failure. A student is expected to attend school regularly and to be on time for classes in order to have the maximum benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility. There is a direct relationship between poor attendance and class failure. Students who have good attendance generally achieve higher grades, enjoy school more and are much more employable after leaving high school.

At Stillman Valley High School attendance will be taken every period. If a student is absent for part of or all of the morning (periods 1, 2), an A.M. absence will be recorded. If a student is absent for part of or all of the afternoon (periods 3, 4), a P.M. absence will be recorded.

ATTENDANCE PROCEDURES

- A. If a student is going to be absent for all or part of the school day, the parent or guardian should call the high school **the morning of the absence**. If the cause of the student's absence is recognized as valid, an excused absence will be recorded. Students may make up work missed for credit.
- B. If the parent does not call the school, the student must bring a note to the office **immediately** upon his/her return to school. The note must state the specific reason for the absence and the specific date(s) of the absence. If the cause of the student's absence is recognized as valid, an excused absence will be recorded. Students may make up work missed for credit.
- C. If the cause of any student's absence is judged as invalid, the absence will be recorded as unexcused. Parents / guardians must verify an absence within two (2) school days of the student's return from an absence or the absence will be unexcused.
- D. **Suggested guidelines for valid absences:**
 1. Illness
 2. Serious illness or death in the immediate family
 3. Emergency medical or dental attention
 4. Absence approved in advance with the school principal (College visits, while school is in session, are usually taken in the fall of a student's senior year or in the spring of the student's junior year. These visits should only be utilized by students planning to further their education. Students should also consider scheduling job interviews and college visits on the days when S.V.H.S. is not in session.)
 5. Authorized religious holidays

6. Pre-arranged absences due to vacations; medical, dental or legal appointments; reasonable parental requests

PROCEDURES FOR PRE-ARRANGED ABSENCES

- a) Parents must call or send a note **before** the absence in order for the student to be excused.
- b) Only if a phone call precedes the absence, the student must bring a written note signed by the parent or guardian **immediately** upon his/her return to school.
- c) If neither a phone call nor a written note precedes the absence, the absence will automatically be considered unexcused.
- d) Upon return from a scheduled appointment (ex. Doctor, dentist, court, etc.), a note from that appointment shall be provided to the office to verify the appointment.
- e) Students utilizing a College Visitation Day will be required to have a form signed by their parents and a college official. This form must be turned in immediately upon return to school. If the form is not completely/properly filled out and returned, the absence will be unexcused. Students may pick forms up in the Counseling Office.
- f) **STUDENTS MUST SECURE HOMEWORK FROM TEACHERS PRIOR TO THE ABSENCE! ALL HOMEWORK WILL BE DUE ONE WEEK FROM THE DATE OF RETURN.**

Unexcused absences include the following but are not limited to:

- Truancy
- Missing the school bus
- Trips not approved in advance
- Shopping
- Hunting, fishing
- Birthday or other celebrations
- Gainful employment
- Hair appointments
- Oversleeping

SCHOOL OFFICIALS CONTACT PARENTS OR GUARDIANS TO VERIFY STUDENT ABSENCES!

Students with partial or entire day unexcused absences are subject to a variety of disciplinary actions, including, but not limited to, detention, or suspension.

TRUANCY

Any student absent from school without parental/guardian knowledge and permission will be considered truant and will be subject to the following conditions:

First offense: Four hour Saturday School

Second offense: **Option 1:** Four hour Saturday School if parent and student agree for student to meet with school social worker

Option 2: up to a 1 - 3-day suspension

Third offense: **Option 1:** Four hour Saturday School if parent and student both agree to meet with school social worker and administrator

Option 2: up to a 5-day suspension

Any student who skips a class or leaves campus without authorization will be considered truant and will be required to attend Saturday School. The absence will be considered unexcused with no credit being given for work assigned for that class.

The Secretary of State may cancel the drivers' license or permit of any person under 18 certified to

be a chronic or habitual truant and may prohibit the issuance of a driver's license or permit to an unmarried person under 18 years of age who fails to maintain school attendance.

GENERAL ATTENDANCE INFORMATION

1. Attendance letters will be sent to parents after the student has 5, 7 and 10 absences per semester. The letter is to inform both student and parent of attendance history.
2. Any student who has 10 absences during a semester will be required to meet with the principal, assistant principal or counselor before the student will be allowed to return to classes. The meeting with the principal/assistant principal will determine whether or not the student will be allowed to return to classes. Absences beyond 10 days per semester will need a doctor's excuse. Failure to secure a doctor's note will result in an unexcused absence.
3. **Morning Tardy:** A student who provides his/her own transportation to school are responsible for getting himself/herself to school on time. A student will be considered excused only if he/she reports to the office upon arriving and provides a note and/or phone call from a parent or guardian stating a legitimate reason for being late. ***More than one car trouble per semester will not be accepted as an excused tardy. Oversleeping will not be accepted as an excused tardy.***
 - Late to School/Seminar
 - 1st Offense – Conference with staff, possible detention
 - 2nd Offense – Conference with staff, possible detention
 - 3rd Offense – After School Detention
 - 4th Offense – Two-hour Saturday School
 - 5th Offense – Four-hour Saturday School
 - Subsequent Violations
 - Four-hour Saturday School or
 - 1 – 10 Day Suspension

Between Class Tardy: Students must report to all classes and study halls on time. There are five minutes between classes. If a student is not in his/her classroom at the time the second bell rings, the student will be considered tardy unless the student has a signed pass explaining the reason for the tardiness. Tardies will accumulate per quarter.

- Tardy procedure to any other class other than homeroom.
 - If a student does not have a pass and is less than five (5) minutes late, the student will lose *five (5) passes on the front side* of the hallway pass in their agenda.
 - If he/she is late more than five (5) minutes, he/she will be sent to the office as truant.
 - If a student does not have his/her passbook when he/she is tardy, the student is to be sent to the office to receive a disciplinary action.
 - In addition, once a student has used up all hallway passes on the front side of the passbook page, disciplinary action will result.
 - 1st Offense – (for all classes) After School Detention
 - 2nd Offense – (for all classes) Two-hour Saturday School
 - 3rd Offense – (for all classes) Four-hour Saturday School
 - Subsequent Tardies (for all classes)
 - Four-hour Saturday School or
 - 1 – 10-Day Suspension
4. If a teacher or the office is responsible for a student being late to class, the student should be given a pass and should not be counted as tardy or absent. A student will not be penalized for missing school if he/she participated in a school-sponsored activity or a visit to the

counselor--provided the counselor requested that the student leave class.

5. Parents are asked to notify the school if a student is absent for three or more consecutive days. If the student will be absent for three or more consecutive days, the office will, upon request from the parents, arrange for the student's assignments. A student cannot be excused from P.E. for more than one day without written request of the physician or of the school nurse.
6. If a student becomes ill at school, every effort will be made to contact the parent or guardian to come and pick the student up. A student may request permission to see the school nurse. However, only in extreme situations will a student be allowed to stay in the nurse's office.

CATASTROPHIC ACCIDENT INSURANCE

Meridian CUSD 223 provides catastrophic accident insurance to district students while they are in attendance at school and/or participating in extra-curricular activities. The coverage has a deductible to the family of \$25,000 and will cover up to \$1 million dollars in medical expenses.

CORPORAL PUNISHMENT

Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, and/or intentional infliction of bodily harm. Certified staff members are permitted to use reasonable force as needed to maintain safety for other students, school personnel, persons, or for the purpose of self-defense or the defense of property.

RESIDENCY

Only students who are residents of the Meridian CUSD 223 may attend Stillman Valley High School without a tuition charge, except as otherwise provided below or in state law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the Meridian CUSD 223, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. In addition, the child's natural or adoptive parent, if available, shall complete a signed statement of Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the district during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

When a student's residency is in question, the district may employ the services of an investigator to determine whether the residence meets the district's requirements. If it is discovered that the residence is not legitimate, the family may be asked to pay for the cost of the investigation as well as tuition from the first day of student enrollment.

RENAISSANCE PROGRAM

CRITERIA FOR QUALIFICATION

1. The student must be on the Honor Roll, **OR** raise his/her Grade Point Average from the previous semester. (Any improvement will be accepted.)
2. The student must not miss more than a total of 4 attendance days during the semester. (**EXCEPTION:** funerals and school sponsored activities)
3. The student must receive no discipline referrals during the previous semester.

4. The student must not be suspended during the previous semester.

INCENTIVES FOR MEETING THE CRITERIA

1. Students will receive a “RENAISSANCE” STUDENT INCENTIVE CARD for the applicable semester. This card will allow the student to receive discounts of 10%, 20%, and up to 40% at participating merchants.

CARE OF BUILDING AND GROUNDS

A school building is not a school until students occupy it. When a building becomes a school, it takes on a character and meaning. A school expresses itself to the student body and visitors in relation to the respect it is given by the students in its appearance and daily care.

We feel it is a matter of personal and school pride that each and every student make a commitment to do everything possible so that the appearance of our school and grounds expresses a positive message to everyone.

This commitment includes using the common sense approach. Trash belongs in trash cans: food is to be eaten only in designated areas, gum and graffiti have no place on the floor or walls, and the furniture and equipment in our school are for use, not abuse.

CARE OF SCHOOL AND PERSONAL PROPERTY

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Students who disfigure property, break windows, or do other damage to school or personal property and/or equipment will be required either to pay for the damage which is done or replace the item(s).

Students should limit items brought to school to those items necessary for school activities. **The administration is not responsible for items brought to school which are lost or stolen.** Thefts should be reported to the office to aid in recovery. A student needs to keep his or her locker locked at all times and **DO NOT** share any combinations!

ACADEMIC DISHONESTY

Stillman Valley High School considers academic dishonesty as the most serious of academic offenses. The fact that a number of people cheat does not make it acceptable. Because cheating cuts away at the very fiber of academic character, every effort will be made to eliminate it from Stillman Valley High School. The major thrust will be to develop an atmosphere on the part of both the faculty and the students that will not tolerate cheating. Students are cautioned to take care to avoid even the appearance of dishonesty. Incidents will be recorded in the office. Academic dishonesty includes but is not limited to: cheating, intentionally plagiarizing, wrongfully giving or receiving help on an academic assessment, and wrongfully obtaining test copies or scores.

- First offense
 - Giver:
 - Full credit for their work, however, assigned four-hour Saturday School
 - Receiver
 - Re-submit the assignment for full credit, however, assigned four-hour Saturday School
- Second offense
 - Giver:
 - 25% reduction in grade and assigned four-hour Saturday School
 - Receiver
 - 25% reduction in grade and assigned four-hour Saturday School
- Third offense

- Giver:
 - No credit and assigned four-hour Saturday School
- Receiver
 - No credit and assigned four-hour Saturday School

CLASS RINGS

Class rings are ordered in fall of the student's sophomore year. No pupil is to order a ring unless he/she meets requirements for membership in the sophomore class. Rings are supplied by a district approved vendor. Class rings are optional. Students may or may not order them.

CORRESPONDENCE COURSES/CREDIT RECOVERY

Typically, correspondence/credit recovery courses are available only to students who have failed a course and wish to make up the failed credit. The counseling department must approve all correspondence/credit recovery courses before any work may begin on a course. Students should inquire in the counseling office for information on correspondence/credit recovery courses. The correspondence/credit recovery courses must be taken through an institution accredited by the North Central Association of Colleges and Secondary Schools. The student is responsible for the cost of the correspondence/credit recovery course. A maximum of 2 units of credit may be counted toward the requirements for high school graduation and only .5 in each of the four core subject areas (English, Math, Science, and Social Science). Any deviation from these guidelines must have prior approval from the principal and counselor.

DAYS OF SCHOOL

Illinois law requires that there be 176 days of school with pupils and teachers in attendance. This law and its interpretations make it necessary to hold school every day possible so as to avoid the necessity of making up days beyond the normal spring closing date.

EARLY GRADUATION

A senior may graduate at the end of the first semester of his/her senior year if he/she has met the requirements for graduation from Stillman Valley High School. The student must give notice of his/her desire to graduate early in the spring of their junior year to the Counseling Department. Seniors who plan to graduate early are unable to run or hold any senior class officer position. Additionally, they are advised that, if for some reason they are unable to graduate early, there may be difficulty in scheduling 2nd semester classes. A form is available in the Counseling Office for intent to graduate early that must be completed by October 31 of the student's senior year.

- All required credits, including all local and state requirements, must be completed.
- The student may participate in graduation ceremonies if he/she attends all graduation practices and meet other guidelines as may be established by the principal. It will be the responsibility of the student to meet with the principal to discuss dates and times for graduation practices or any other information necessary for graduation ceremony.
- The student and the parent/guardian agreeing to the above conditions must sign a form.

ELIGIBILITY

A student must meet the scholastic and other requirements set by the Illinois High School Association (IHSA) in order to compete in Interscholastic Activities or to participate in any extra-curricular activity at Stillman Valley High School. Eligibility will be checked weekly.

Semester Eligibility

- Student must have a C- average from all courses taken in the previous semester.
- A student who fails one class the previous semester may take an online course prior to the start of the semester to regain their eligibility by passing and reclaiming the credit lost.
- A student who does not recover the lost credit in an online class prior to the start of the season or fails more than one class the previous semester will have to go through the Eligibility Reinstatement Program.
- Incoming freshmen students are allowed to fail one, first semester class and remain eligible for the start of the second semester. This is only applicable during the first semester of the freshman year.

Eligibility Reinstatement Program

- Student will need to meet the following conditions and academic requirements to re-establish eligibility.
 - a. The student will be ineligible for a three-week period to start the semester. After the three week grading period the ineligible student will become eligible only by not failing any courses and maintaining a C- average for the courses they are taking during the current semester.
 - b. If a student does not meet the requirements during the three-week period, the student will remain ineligible on a weekly basis until the criteria are met.
 - c. Student will miss 11% of season competition or all competitions during the three-week period at the beginning of the semester or during their season (for spring sport athletes only).
 - d. Once the student becomes eligible after the three-week period, he/she is bound by the regular weekly eligibility requirements.

Weekly Eligibility

The weekly eligibility report is run each Friday morning at 9:00 a.m. A student failing more than one class during the week is ineligible for the next week of competition, Sunday - Saturday. After the report is completed, it is sent to all coaches and high school teachers. The high school teachers are asked to contact the Activities Director if they notice any errors in grading. A student may practice while ineligible, but they are not able to participate in competition.

Students failing two or more classes the week prior to homecoming or prom will be ineligible to attend the homecoming dance or prom. The High School Administration will alert these students.

EMPLOYMENT OF MINORS

Regulations governing the employment of minors in Illinois may be secured from the office upon request.

ENROLLMENT FEES

9th Grade	\$160.00	10th Grade	\$160.00
11th Grade	\$160.00	12th Grade	\$160.00
Early Graduates	\$160.00	Student Planner	\$8.00
Driver Education	\$250.00	Art Kit	\$30.00
Parking	\$40.00		

OPTIONAL COSTS:

The participation fee per student for extra-curricular participation, including sports, clubs, organizations, musicals, etc., is \$100 for the first activity and \$50 for the second activity. The fee must be paid before the student may practice or participate.

FEE REFUND

If a student withdraws from Stillman Valley High School during the first semester AT ANY TIME, the student receives a refund of fees only for second semester. If a student begins second semester, and then withdraws from school during second semester, NO refund is given.

WAIVER OF FEES

This is to advise you that you may be eligible for a waiver of student fees if you receive public aid, if your gross household income is under that set out in federal guidelines for free lunches, or if you are otherwise able to establish that you cannot afford to pay these fees. Applications requesting waiver of fees should be submitted to the principal. Forms for submission of such requests are available in each principal's office and at registration. The use of false information to obtain such waiver is a felony under Illinois law. Any inquiries should be directed to the principal of the building in which your child is enrolled.

HOMEBOUND INSTRUCTION

Homebound or hospital bound services are available to students when, in the opinion of a licensed medical physician, a student will miss more than two consecutive weeks of school. Unless otherwise indicated by the physician, a minimum of 5 hours of instructional services will be provided by the school district each week. Only certified teachers will be used by the school district for instruction. Parents/Guardians and the doctor must sign appropriate consent forms for the instruction to begin. Students in need of homebound or hospital bound services should contact the Counseling Office.

HONOR ROLL

To be eligible, a student must have a grade point average of B or better. Part-time students will not be eligible for the honor roll.

ACADEMIC AWARDS/RECOGNITION

Stillman Valley High School recognizes the accomplishments of many students with awards. The following are some of the awards that are typically presented:

- Illinois Council of Teaching Mathematics (Math Dept.)
- Excellence in Math Award (Math Dept.)
- Outstanding Choral Musician Award (Music Dept.)
- Outstanding Band Musician Award (Music Dept.)
- John Philip Sousa Band Award (Music Dept.)
- Marine Corps Distinguished Athlete Award (Marine Corps)
- Marine Corps Scholastic Excellence Award (Marine Corps)
- Marine Corps Semper Fidelis Musical Service Award (Marine Corps)
- IHSA Scholastic Achievement Awards (Principal's Office)
- Illinois State Scholars (Principal's Office)
- Sons of the American Revolution (Principal's Office)
- Daughters of the American Revolution (Principal's Office)
- President's Award for Educational Excellence (Principal's Office)
- Hugh O'Brian Leadership Award (Counseling Office)
- Larry Austin Leadership Award (Student Council)
- Academic Medals (Principal's Office)

- 19-29 semester grades of A- or better = Bronze Medal
- 30-40 Semester grades of A- or better = Silver Medal
- 41 or more grades of A- or better = Gold Medal
 - Dr. Ed. & P.E. Classes do not count toward medal count
- Academic Letters Program (Principal's Office)

SCHOLARSHIPS

Through the generous contributions of community members and organizations, below are some of the scholarships available to seniors. Please check with the Counseling Department for the application process.

- Charles L. Hamberg Math Scholarship
- Monroe Township Fire Department Scholarship
- Stillman Valley Firemen's Scholarship
- Wm. Eickman Scholarship (Stillman BancCorp)
- SVEA Benjamin F. and Ann Patterson Lloyd Future Teacher Scholarship
- Lions Club Service Award Scholarship
- Emily Fleming Memorial Scholarship
- Stillman Valley Snowmobile Club Scholarship
- Exelon/Byron Generating Station Scholarship
- Alec Catherwood Memorial Scholarship
- National Honor Society Scholarship
- Schoon Family Education Scholarship
- Stillman Valley FFA Alumni Scholarship
- Meridian Education Foundation Scholarship
- Colin T. Smith Memorial Scholarship
- Nebashone Trail Riders Scholarship
- Philip E. Poffenberger Basketball Memorial Scholarship
- Diane B. Poffenberger Nursing Memorial Scholarship
- Ogle County 4-H Foundation Scholarship
- Byron Masonic Scholarship
- Stillman Valley Golf Scholarship
- FBLA Emily Fleming Business Award (Business Dept.)
- Myles Maiman Memorial Scholarship

INTERNET ACCESS

Stillman Valley High School is fortunate to have extensive access to the Internet. In order to have access to the Internet, students and parents must sign a Meridian C.U.S.D. #223 acceptable use policy. **Please sign this form (see Authorization for Internet Access section), which is included in this assignment notebook.** This policy requires students to abide by appropriate protocol while on the net. Failure to abide by the policy may result in disciplinary action up to and including suspension or expulsion. Some examples of unacceptable uses of the internet are:

1. E-mailing from the school unless it is authorized by a teacher/administrator or is part of the school's instructional program.
2. Entering/participating in online "chat rooms".
3. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulations.
4. Unauthorized downloading of software, regardless of whether it is copyrighted or virus-free.
5. Downloading copyrighted material for other than personal use.
6. Using the network for private financial or commercial gain.
7. Wastefully using resources, such as file space.

8. Gaining unauthorized access to resources or entities.
9. Invading the privacy of individuals.
10. Using another user's account, password, or sharing of a password and/or account with another person.
11. Posting material authored or created by another without his/her consent.
12. Posting anonymous messages.
13. Using the network for commercial or private advertising.
14. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
15. Using the network while access privileges are suspended or revoked.
16. Accessing or attempting to access a proxy server without authorization.

JUNIOR COLLEGE ATTENDANCE

Seniors are eligible to attend a junior college for a portion of the school day during their senior year with the approval of their parents/guardians, counselor, and the principal. The student must make the request to the counseling office in the spring of his/her junior year. The senior must be on pace to graduate and must be enrolled in at least 6 courses at Stillman Valley High School. Students will earn dual credit (both high school and college credit) for any college coursework completed while enrolled at Stillman Valley High School. The course and grade will be listed on the student's transcript, and the grade will be included in GPA calculations and eligibility. Enrolling in junior college courses is voluntary and the district is not responsible for transportation. Students are responsible for payment of tuition and fees to the junior college.

LIBRARY

The Julia Hull District Library is a joint public and high school library. Thus, in addition to serving the interests and needs of the community, it also exists to support and carry out the school's curriculum. As a result, Stillman Valley High School students have rare access to a variety of printed and audio-visual materials for all levels of understanding and interest.

The library is open each school day from 7:30 A.M. to 3:00 P.M. and is shared with the public during these times. At 3:00 P.M., the library becomes a public library. Doors that allow entry to the high school are locked, and students must follow the same policies as any other public patron. That having been stated, students may access library materials well beyond the usual school library's day. The library is open until 8:00 P.M. Monday-Thursday and 9:00 A.M. - 5:00 P.M. on Fridays and Saturdays. During this time, all students are invited to use the materials, equipment and services that have been provided for them, including the following:

1. Up-to-date fiction, non-fiction and reference materials for study and leisure
2. Interlibrary loan capabilities (borrowing from other libraries)
3. Reference and research assistance
4. A current website with resources for research
5. Programs for all ages
6. Computer and internet use
7. A comfortable and welcoming space to work and unwind

LIBRARY REGULATIONS

The library provides a quiet place for research and reading of library materials. Students are asked to cooperate in the use of the library so that it may be kept as an educational center. Assistants are on hand to help students find needed materials.

To borrow a book, the student should present his/her library card along with the book(s) desired, to

a Library Aide. Regular books may be checked out for two weeks. Reference books may not be checked out. Back issues of magazines may be checked out for research projects for two weeks at a time.

Books, magazines, audio books and cds may be checked out for a period of two weeks at a time. Videos on VHS and DVD may be checked out for a period of one week, unless otherwise indicated. As needed, most items are renewable. Any Library Aide can renew items for you, or you may renew the materials yourself by setting up an account in the online catalog. See a Library Aide for instructions on this process. Most materials not returned on time are fined at ten (10) cents for each day they are overdue; games and videos not returned on time are fined \$1.00 for each day they are overdue.

Overdue books and fines must be taken to the circulation desk. All other books may be returned through the book drop in the library. If an item is lost or damaged, the borrower is responsible for all replacement costs, including any related processing fees.

Students are allotted five (5) free copies during the regular school day. This includes copies made on the copy machine, or those run off the computer. All copies beyond the allotted five (5), and any copies made after 3:00 PM during regular public library hours cost \$0.15 per page, even if the work being printed is school related.

Students should abide the following procedures when using the library during school hours:

1. All students coming from classes to the library must have a pass from the classroom teacher. The pass must be shown at the circulation desk, and the student must sign in on the log.
2. Students may leave the library at the time marked on the pass or at the end of the class period. The pass will be initialed by the Library Aide when the student leaves the library.
3. When in the library, students should observe the following rules:
 - a. Follow directions of the staff.
 - b. No eating or drinking in the library.
 - c. Students are to remain in the Main Library. Students are not permitted in the Community Room or library restrooms without the Director's authorization. Students are also not permitted in the Children's area.
 - d. All students must be engaged in reading, writing, research or some other exercise for which the library is intended. Visiting, sleeping, and card playing are among the activities for which the library is *not* intended.
4. If a student chooses not to conduct him/herself according to the rules, the following consequences will apply:
 - a. First offense: Warning
 - b. Second offense: Student will be sent back to class and will be barred from the library for one week.
 - c. Third offense: Student will be sent back to class and will be barred from the library for the remainder of the semester.
 - d. Fourth offense: Student will be sent back to class and will be barred from the library for the remainder of the school year, and a report will be sent to the principal and assistant principal.
5. Students are not allowed to park in the library parking lot except after school hours and only if utilizing the library. The library parking lot is *not* to be used as a drop off or pick up area for students arriving or departing school.
6. The library's exterior doors are not to be used as an exit when leaving school. Use the doors to the west of the library.

LOCKERS

On the opening day of school, a locker will be assigned to each student. Lockers are the property of the school district and can be searched at any time. All students are to use the lockers assigned to them. Students are not allowed to share lockers. All student belongings not essential for the specific class period shall be kept in the student's locker. This includes, but is not limited to, purses, backpacks, book bags, briefcases, and coats. If for any good reason a locker cannot be used, report the trouble to the office. Keep your locker locked at all times. The school cannot assume responsibility for lost articles. Valuable property, such as money, should not be brought to school. In case a sum of money must be brought to school, it should be deposited with the office staff for safekeeping and never in a student's locker. Lockers should be clean and tidy. An occasional locker inspection can be held without previous notice. Each student will be held responsible for any damages done to his/her locker.

LOST OR DAMAGED BOOKS

Students will be assessed the cost of rebinding or replacement for any book incurring damages beyond normal use.

LOST AND FOUND

Most things are lost because of carelessness; few things are lost because of deliberate stealing. A student can safeguard his or her property best by being sure that everything is properly identified with his or her name and by not leaving money or other valuables in a restroom, on a desk, or in an unlocked locker.

All articles should be turned in to the office. If a student loses something, he/she should check at the desk in the office to inquire if the article has been turned in. Many times a lost article will be turned in long after it was lost. It is wise, therefore, to ask again a few days and a few weeks later.

NOTICE OF NONDISCRIMINATION

No person on the basis of race, color, national origin, sex or handicap shall be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any educational program or activity conducted by Stillman Valley High School. Students desiring to file a grievance in regard to sex equity of (Title IX) or the handicapped (Section 504) should contact the superintendent of Meridian C.U.S.D. #223 or the designated grievance officer.

ADMINISTRATOR AND TEACHER CONFERENCES

Students wishing to confer with the principal should come to the office before school, after school, or during regular study hall periods after receiving permission from the teacher in charge of the study hall.

Any student who requires additional time at school under the direction of a teacher to adequately master his/her work may arrange such sessions with teachers. Most students welcome this opportunity and voluntarily take advantage of it, but if it seems advisable for the welfare of the student, teachers have the authority to require students to attend an extra session of supervised study. When this is found advisable, every effort will be made to best fit the mutual convenience of the student and teacher.

Parents/Guardians are encouraged to contact teachers and become acquainted with the teacher and classroom procedures and to become partners in the academic development of their child. If parents/guardians have any questions or concerns about their child, they should contact the teacher FIRST. As a courtesy, S.V.H.S. requests that parents/guardians call and make an appointment that will be convenient for both parents/guardians and the teacher. S.V.H.S. also requests that parents/guardians make an appointment with the office staff so that a trip will not be

wasted or be a disappointment if the person being sought is busy or not in the building.

OFFICIAL CALENDAR

Any event that is to be recognized as official and holding precedence over other events scheduled at the same time must be placed on the calendar in the high school office. If the facilities are to be reserved, arrangements must be coordinated with the activity director's master calendar.

NONPUBLIC SCHOOL STUDENTS, INCLUDING PAROCHIAL AND HOME-SCHOOLED STUDENTS

Part-Time Attendance

The District accepts nonpublic school students, including parochial and home-schooled students, who live within the District for part-time attendance in the District's regular education program on a space available basis. Requests for part-time attendance must be submitted to the District Office. All requests for attendance in the following school year must be submitted before May 1.

A student accepted for partial enrollment must comply with all discipline and attendance requirements established by the school. He or she may participate in any co-curricular activity associated with a District class in which he or she is enrolled. The parent(s)/guardian(s) of a student accepted for partial enrollment must pay all fees, pro-rated on the basis of a percentage of full-time fees. Transportation to and/or from school is provided on regular bus routes to or from a point on the route nearest or most easily accessible to the nonpublic school or student's home. This transportation shall be on the same basis as the District provides transportation for its full-time students. Transportation on other than established bus routes is the responsibility of the parent(s)/guardian(s).

Students with a Disability

The District accepts for part-time attendance those children for whom it has been determined that special education services are needed, are enrolled in nonpublic schools, and otherwise qualify for enrollment in the District. Requests must be submitted by the student's parent/guardian. Special educational services shall be provided to such students as soon as possible after identification, evaluation, and placement procedures provided by State law, but no later than the beginning of the next school semester following the completion of such procedures. Transportation for such students shall be provided only if required in the child's individualized educational program on the basis of the child's disabling condition or as the special education program location may require.

Extracurricular Activities, Including Interscholastic Competition

A nonpublic school student is eligible to participate in: (1) interscholastic competition, provided his or her participation adheres to the regulations established by any association in which the School District maintains a membership, and (2) non-athletic extracurricular activities, provided the student attends a District school for at least one-half of the regular school day, excluding lunch. A nonpublic student who participates in an extracurricular activity is subject to all policies, regulations, and rules that are applicable to other participants in the activity.

Assignment When Enrolling Full-Time in a District School

Grade placement by, and academic credits earned at, a nonpublic school will be accepted if the school has a Certificate of Nonpublic School Recognition from the Illinois State Board of Education, or, if outside Illinois, if the school is accredited by the state agency governing education.

A student who, after receiving instruction in a non-recognized or non-accredited school, enrolls in the District will: (1) be assigned to a grade level according to academic proficiency, and/or (2) have academic credits recognized by the District if the student demonstrates appropriate academic proficiency to the school administration. Any portion of a student's transcript relating to such instruction will not be considered for placement on the honor roll or computation in class rank.

Notwithstanding the above, recognition of grade placement and academic credits awarded by a

nonpublic school is at the sole discretion of the District. All school and class assignments will be made according to School Board policy 7:30, Student Assignment, as well as administrative procedures implementing this policy.

OFF-CAMPUS OPTIONS FOR SENIORS

Off-Campus Options for Full-Time Seniors

- Seniors are allowed two dual credit off-campus / online courses per semester
 - Off-campus is defined as a course on the college campus
 - Online is defined as courses taken online while at the SVHS campus
 - Students may not enroll in a course(s) that is offered and taught at SVHS
- In addition to college level courses, seniors have an opportunity to select a one period per semester internship
 - Internship paperwork / application must be completed through the SVHS College & Career Coordinator
 - Student must be in good standing
 - GPA of 2.0 or better (unweighted)
 - On track to graduate with credits earned

SCHOOL HEALTH PROGRAM

Required Physicals: According to Illinois State law, all students entering Pre-K or K (first entrance), 6th, and 9th grades are required to present evidence of a physical examination, completed within the last year, with a complete immunization record and the recommended dental exam. Students who do not fulfill these requirements will not be allowed to enroll and/or will be excluded until records are presented. In case of transfer from another school/state, the student will be given 30 days to comply with any health record requirement. A "sports" physical does NOT satisfy this requirement.

Sports Physicals: Participation in athletics in junior high and high school requires an annual physical examination. **NOTE:** The required 9th grade physical WILL satisfy this requirement for 9th grade.

Administration of Medications: Parents/Guardians are responsible for administering medication to their children. Administering medication during school hours or during school related activities is discouraged unless it is necessary for the critical health and wellbeing of the student. Teachers and other non-administrative school employees, except registered nurses, shall not be required to administer medication to students. If a circumstance exists where medication is necessary during school hours, a "MEDICATION AUTHORIZATION" form **must be** signed by the parent/guardian **and** the physician and kept on file in the nurse's office. This authorization is required to be renewed EACH school year. The medication must be in the original prescription, or over the counter container and stored in the main office, unless otherwise directed by the physician and parent/guardian. 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 the Administration of Medications policy and its implementing procedures. A student **MAY** possess **emergency** medications (i.e. Epipens, inhalers) provided a "Medication Authorization" form has been completed by the physician **AND** the parents/guardians. During school field trips, all medication must be sent with the supervising teacher.

An **occasional** acetaminophen may be taken by a student during school hours, in the absence of written doctor's orders, **ONLY** after evaluation **AND** direct telephone contact has been made with the parents/guardians for verbal consent. Documentation of this administration will be kept by the school nurse.

Screenings: Vision and hearing tests are conducted by the school nurse. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required

to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months. Parents/Guardians of those students who do not pass these screenings are urged to comply with the recommendations made by the nurse.

Head Lice (Pediculosis): Meridian School District has a “no-nit” policy. If lice are found, the child is excluded from school until the day after the first shampoo, lotion, or cream rinse Pediculicide is properly applied. A student sent home and treated for head lice must be seen by the school nurse or designee before being allowed to return to the classroom to assure there is no evidence of lice/nits.

Emergency Information: Injury: If a student incurs serious injury requiring medical attention, parents/guardians will be notified immediately. Parents/Guardians are asked to supply the **name and phone number** of a responsible adult to be notified when the parent/guardian cannot be reached. In the event that the parent/guardian or emergency contact cannot be reached, the student will be transported to the hospital for emergency treatment.

Illness: If your child has a fever, vomiting or diarrhea, please keep him/her home until they are symptom free for a full 24 hours. This will help prevent them from picking up another illness with an already weakened immune system and will decrease the likelihood of them ‘sharing’ their illness with others. In the event a student becomes ill at school, a parent/guardian will be notified concerning action to be taken. Students will not be sent home unless a parent is contacted and parent/guardian permission is given.

Allergies: If your child has a severe to life threatening allergy to any food, environmental agent or insect bite, please contact the school nurse immediately so special arrangements can be made for the safety of your child.

PREGNANT STUDENTS

Pregnant students are encouraged and expected to continue normal participation in all school course work and activities, unless restricted by the advice of a physician. Pregnant students whose school activities are restricted on doctor’s orders, and provide written evidence of such, will be provided with alternatives to continue their course work to the extent that the student is able. Such alternatives could include part-time attendance or homebound instruction.

REPORT CARDS

Report cards are issued every nine weeks. This report indicates the teacher’s estimate of the pupil’s work. The system of grading is explained on the report card and may be interpreted as follows:

A	EXCELLENT WORK	92-100 points
A-	90-91 points	
B+	88-89 points	
B	GOOD WORK	82-87 points
B-	80-81 points	
C+	78-79 points	
C	AVERAGE WORK	72-77 points
C-	70-71 points	
D+	68-69 points	
D	POOR WORK	62-67 points
D-	60-61 points	
F	UNACCEPTABLE FOR CREDIT	0-59 points

INC. This mark is given when required work is not completed at the end of the prescribed time,

and the teacher, by giving an "Inc.", gives the student a limited time to make up the work. An incomplete must be removed no later than two weeks after the preceding grading period to avoid becoming a failure.

WEIGHTED GRADES GPA CONVERSION FORMULA

(4 pt. GPA X 1.25) = 5 pt. Conversion

GRADE	4 POINT GPA SCALE	WEIGHTED GPA SCALE
A	4.00	5.00
A-	3.67	4.59
B+	3.33	4.16
B	3.00	3.75
B-	2.67	3.34
C+	2.34	2.93
C	2.00	2.50
C-	1.67	2.09
D+	1.34	1.68
D	1.00	1.25
D-	0.50	0.63
F	0.00	0.00

*See the course description guide for additional details about weighted grades.

SCHEDULE CHANGE POLICY

All schedule changes must be requested through the counseling office within the first four school days of each semester. Every attempt will be made to keep schedule changes to a minimum. We recognize that some schedule changes are necessary to meet the educational needs of students. The following will serve as guidelines as to whether a request for a schedule change will be honored.

IMPERATIVE: Students who fail to meet the prerequisites for a scheduled class will be changed whether requested or not. Every attempt is made to identify students taking classes who either failed or failed to take prerequisites for a given class prior to the start of the semester. It is in the student's own interest to use the Course Description Guide to assure that they have met all prerequisites for the classes they are taking. This is particularly true of those students who may have failed one or more classes during spring semester of the previous year.

Schedule changes may be requested during the first four school days of a semester. Any

schedule change requested after the first four days of school must have the guidance form signed by the teachers affected. A schedule change may be considered, taking into account the following:

1. Will the change best serve the educational needs of the student?
2. Is the requested change consistent with student ability, as determined by the teacher recommendation or test scores?
3. Will the change adversely affect other students and what will the impact be on the learning environment of the classes in question?
4. Are there unusual circumstances, such as illness or family hardship, which might warrant a schedule change? This must be made at parent/guardian request.

PERMITTED:

- 1) A change will be permitted at the specific recommendation of the classroom teacher and the approval of the principal. This would normally occur when the teacher is convinced that the student is not placed in a course of the appropriate level of difficulty.
- 2) The principal may drop a student from a course at any time for nonattendance, behavior problems or lack of achievement. The student may receive a Withdrawal "W", Fail "F", or Withdrawal-Fail "WF" on his/her transcript for this class.

AP/UPPER LEVEL COURSES: Students taking an AP course or upper level course (physics, anatomy, 3rd or 4th year of language approved CEANCI courses or off campus courses) need to understand the commitments made to Meridian CUSD 223 (staff, transportation, etc.). Therefore, dropping a class for anything other than the most profound reasons will not be allowed. If the student does not complete the course, they will receive a withdraw from the course or a possible withdraw/failing.

SCHOOL DANCES AND PARTIES

Dances at Stillman Valley High School are supervised events open to all students in good academic and disciplinary standing attending Stillman Valley High School. Students may only be failing one (1) academic class the week prior to be eligible to attend a dance. This academic eligibility policy applies to all dances. Freshmen and Sophomores invited as guests to Prom must meet eligibility requirements. Any student that has incurred ten or more days of suspension during the current school year will be ineligible to attend any dances, including Prom. If a nonstudent guest is a former SVHS student, his or her disciplinary record will be considered by administration when determining approval to attend the dance. If the former student was unable to attend the dance as a senior SVHS student, he or she will not be able to attend as a guest.

Any group that wishes to sponsor a dance must obtain approval from the administration, and the activity must be placed on the school calendar at least five days in advance of activity date. On weekdays, the activity must be over by 10:00 P.M.; on Friday and Saturday night by 11:00 P.M. The gym and any other room used should be left in good condition.

School dances and parties are held for Stillman Valley High School students. Stillman Valley High School students may invite one (1) nonstudent guest to a dance or party. The nonstudent guest may not be in addition to an existing escort from SVHS. The nonstudent guest must be registered in the office at least one month prior to the activity. The administration will notify the SVHS student no later than three weeks prior to the activity as to whether approval has been granted. Any nonstudent guest registered after the one-month deadline can be denied at any time prior to the activity. Individuals from freshman year through the age of twenty may be invited to attend a dance. If there are special situations, it will require administration approval. Any person inviting nonstudent guests will be held responsible for their behavior and actions.

All nonstudent guests will be required to show an ID to enter the dance. No entry will be allowed into the dance more than one (1) hour after the dance has started unless prior arrangements have been made. Students will not be able to re-enter the dance once they leave. Students who are not

following all rules and regulations in the handbook can be removed by administration from the dance.

Lewd dancing will result in student and/or couple being issued a verbal warning and removal of the wristband issued at the event; indicating they have been warned. After the second infraction the student and/or couple will be asked to leave the event and not be allowed to return to the current event. Once removed he/she could be deemed ineligible to attend the next dance. Parents/Guardians will be notified by phone number(s) provided.

These following examples may be considered forms of inappropriate dancing. This is not a comprehensive list.

- No straddling legs
- No bending over
- No grinding (back to front or front to back)
- No inappropriate touching
- No “making out” (no overt and/or prolonged public displays of affection)
- Hands on waists or shoulders only

If too many couples are dancing inappropriately, the lights will be turned on and/or music changed as a collective warning for everyone. A verbal warning will be made on the microphone.

The organization that sponsors the dance must also furnish to the office two (2) days before the dance a list of adult (parent) chaperones. There must be a ratio of one (1) parent for every twenty-five (25) students expected to be in attendance at the dance. At least four (4) parent chaperones, not including sponsors, are required for each dance. If enough chaperones are not found, the dance will be canceled.

SCHOOL PROPERTY

A record is made at the beginning of the year of all property assigned to each student (textbooks, band, and athletic equipment, etc.). For any property which shows excessive wear or abuse, a fine is assessed and must be paid before school records will be cleared.

SENIOR FINAL EXAM EXEMPTION POLICY

Seniors must meet the following requirements to be exempt from 1st Semester final exams:

-Must achieve a **Meets** or **Exceeds** designation on the required Illinois standardized assessment during his/her Junior Year

- Earning an 80% or better in the course for the semester at the time of the final exam
- Must have participated in the Junior/Senior Explore Day during his/her Junior Year and turned in a completed verification form (beginning with the Class of 2021).

Exemptions may not be used in the following classes: Government, Advanced Placement classes, Dual Credit classes, and Off Campus classes.

Seniors must meet the following requirements to be exempt from 2nd Semester final exams:

- Earning an 80% or better in the course for the semester at the time of the final exam
- Must participate in the Junior/Senior Explore Day during his/her Senior Year and turn in a completed verification form
- Shall not participate in a “Senior Skip Day”
- No discipline referrals for the 4th Quarter
- Have 2 days or less absence during the 4th quarter (acts or events out of one’s control will be taken into consideration on a case by case basis)

Exemptions may not be used in the following classes: Government, Dual Credit classes, and Off Campus classes.

SEX EQUITY

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

Students and parents/guardians have the right to initiate a grievance or complaint of illegal discrimination by directing such complaints to the Superintendent.

Within ten (10) calendar days of receiving a grievance or complaint of illegal discrimination, the superintendent shall investigate the nature and validity of the grievance with those responsible for the program or activity cited by the complaint. The superintendent may seek advice from related state agencies or legal counsel. Within sixty days of receiving the grievance, the Superintendent shall render a written decision, including the steps to be taken for further appeal of that decision.

The written decision may be appealed to the School Board by submitting a written request for a hearing before the Board, addressed to the Office of the Superintendent.

The decision of the School Board may be further appealed to the Regional Superintendent of Schools pursuant to Section 310 of the School Code and, thereafter, to the State Superintendent of Education pursuant to Section 23.8 of the School Code, as provided in Section 200.90(b) of the Sex Equity Rules.

SUBSTITUTE TEACHERS

Substitute teachers are to be accorded the same respect as regular classroom teachers. Any student failing to maintain a proper relationship with a substitute teacher will receive the appropriate discipline. The responsibility is on the student to treat a substitute teacher with the respect and courtesy that is due all persons at S.V.H.S.

STUDENT RECORDS

The school keeps an official record of each student's school experience on file. In it will be found a record of the student's standardized test results for review by parents/guardians upon their request. School officials will need fifteen (15) calendar days of advance notice, in writing, from parents to review this file.

Counseling and guidance services are available to all high school students. Students are encouraged to make an appointment at the counseling office at any time for assistance in educational and career plans, and personal areas of concern. Students are invited to make use of the supply of educational and career materials available in the counseling office.

1. Student's Permanent Record shall consist of:
 - a. Name of student
 - b. Name of parent(s)/guardian(s)
 - c. Addresses
 - d. Birth date
 - e. Gender
 - f. Attendance
 - g. Transcript (grades, rank, graduation date, college entrance exam score, grade level achieved)
 - h. Health records
2. Student's Temporary Record shall consist of:
 - a. Family background information
 - b. Intelligence test scores
 - c. Aptitude test scores
 - d. Reports of psychological evaluations

- e. Elementary and secondary achievement test results
 - f. Participation in extracurricular activities
 - g. Honors and awards received
 - h. Other verified information of clear relevance to the education of the student
3. Parents/Guardians will be granted access to official records pertaining to their children's records upon written request. The school will have a fifteen (15) calendar day period with which to meet such a request. Students over the age of fourteen (14), or with parental/guardianship consent under the age of fourteen (14), shall also have access. Copies of said records will be available upon request of parents/guardians or students for \$.35 per page.
 4. The student's records, or information contained in those records, shall not be released to anyone other than school or educational officials or other individuals as allowed by law without the written consent of the student's parents/guardians or the student if above the age of eighteen (18) or attending a postsecondary institution.
 5. A. Parents/Guardians shall have the right to challenge any entry exclusive of grades on the basis of:
 1. Accuracy
 2. Relevance
 3. Propriety
 - B. The request for a hearing will be submitted in writing to the school and shall contain notice of the specific entry to be challenged and the basis for the challenge.
 - C. Procedure:
 1. Informal conference with parents within fifteen (15) school days of receipt of request with a counselor and principals.
 2. If not resolved, a meeting with the Board of Education will be scheduled.
 3. If not resolved by either of these methods, then:
 - a. A hearing officer, not employed in the attendance center in which student is enrolled, shall be appointed by the school.
 - b. Hearing officer shall conduct a hearing within fifteen (15) days after informal conference unless an extension is agreed upon.
 - c. A verbatim record of the hearing shall be made.
 - d. A decision shall be rendered no later than ten (10) school days after the conclusion of the hearing and shall be immediately transmitted to the parents and the school district.
 6. The school shall grant access to or release information from school student's records without parental/guardianship consent or notification to: An employee or official of the school, school district, or State Board of Education, provided the person has a current demonstrable educational or administrative interest and the records are in furtherance of such interest. The school may grant access to other individuals as allowed by student records laws.

STUDY HALL REGULATIONS AND SEMINAR

When a student does not have a class, he/she will usually be assigned to the study hall. Students should be in their assigned seats when the tardy bell rings. No one is to sign out for any purpose until roll has been taken.

After roll is taken, those who have a permit to see a teacher should raise their hands. The study hall teacher will sign their slips at the same time he/she signs them out. Any student wishing to confer with a teacher or work under a teacher's direction or any teacher desiring a conference with a student may sign a pass. A student can secure a study hall pass only for a regular study hall period. There should be only one student's name per pass. All passes should be filled out completely and signed

(not initialed) by the teacher.

Study materials must be brought to the study hall; students will not be permitted to go to lockers to get them after the bell rings. Acceptable study materials include: textbooks, workbooks, library books, and teacher approved periodicals and paperbacks. Unauthorized reading materials will be collected by the study hall teacher.

Only one student at a time will be allowed to leave his/her seat for any one of the following reasons: to converse in a brief businesslike manner with a fellow student; to sharpen a pencil; to go to the counselor or to the restroom with a pass.

TEACHER/EMPLOYEE AUTHORITY AND RESPONSIBILITY

Every employee will have the authority and responsibility to supervise any and all students within the building, on the school grounds or at any school sponsored activity at home or away from home. Any rudeness or refusal of a student to comply with an employee's request shall be reported to the principal as soon as possible. Every employee may expect complete backing from their superiors and the Board for reasonable disciplinary measures taken.

EVERY TEACHER has the authority to assign detentions after school in his or her classroom for infractions of classroom discipline. When a student is requested to remain after school, it is his or her responsibility to report to the teacher making the request regardless of any previous engagement. If, for any reason, the student finds that he cannot remain at the time the teacher has named, he may also give his reason, and the teacher may arrange another time. Teachers should set a time so that students who ride the bus may make arrangements for transportation.

TELEPHONE

IN CALLS: The school recognizes that there are times when parents/guardians need to communicate with their child/children during the school day. However, the school would appreciate those situations to be kept to a minimum. Only under extreme emergencies at the request of a parent/guardian will a student be taken out of a class or study hall to take a phone call. The office will attempt to get phone messages from parents/guardians to students during the school day.

OUT CALLS: Students should come to the office and ask permission to make a phone call between the hours of 8 a.m. and 2:30 p.m. unless it is their lunch period.

CALLS TO TEACHERS: Teachers and staff will NOT be taken out of class for phone calls. PHONE MESSAGES WILL BE PLACED IN TEACHERS' MAILBOXES AND THEY WILL RESPOND TO THE MESSAGES AT THEIR EARLIEST CONVENIENCE. Please be aware that messages may not always reach them before dismissal time.

TESTING

Stillman Valley High School and the Meridian C.U.S.D. #223 test students with the purpose of assessing student academic growth and program effectiveness.

TRANSPORTATION – ATHLETICS/ACTIVITIES

Students traveling on a school bus to and from an activity or an event that is school sponsored are required to ride on the bus both ways. Only a parent/guardian can request in writing to the principal or designee prior to the activity/event to have their student ride with them. If a team/individual that is school sponsored and participating at a contest is planning to spend the night, they must be supervised by a school sponsor or official. Any special circumstances need administration approval.

VISITORS

1. Parents/Guardians are always welcome at Stillman Valley High School. We ask that an appointment be made to see a teacher or to visit a classroom.
2. The school policy is to accept only those visitors who have legitimate business at the school.
3. All visitors must report to the main office first to receive a visitor's pass.
4. Small children should not be brought to school.
6. Students may not bring other students to class or school to visit.
7. Any person found on the school ground without permission is trespassing and is subject to arrest by police authorities.

GIFTED PROGRAM IDENTIFICATION CRITERIA

The Meridian C.U.S.D. #223 gifted program consists of supplementing and enriching the regular curriculum within the regular classroom at the K-5 grades and involves advanced (AP at the 9-12) courses in the departmentalized 6-12 grades. With this organizational structure in mind, Meridian C.U.S.D. #223 will use standardized testing, teacher evaluation/recommendation, and past performance patterns as the primary indicators to identify district gifted students. The district will delineate a pool of the top 20% of the student population. The district will subsequently narrow the population to not more than 10% of the population of the class based on the above primary indicators plus parent referrals, student self-referrals, district counselors, psychologist, and the recommendations of the district gifted identification committee. If you have any questions or concerns about the district gifted program or student identification criteria, please contact the superintendent at the district office (815) 645-2230.

ANNUAL ASBESTOS MANAGEMENT PLAN NOTICE

This is to inform you of the status of the Meridian C.U.S.D. #223 asbestos management plan(s). It has been determined by the Illinois Department of Public Health and Federal Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials.

As required, our buildings were initially inspected for asbestos in 1988. The AHERA law required that a visual surveillance of asbestos containing areas be completed every six months, and re-inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the management Plan as required. The district has and will continue to perform the required inspections through the services of IDEAL and Associates Environmental Engineering Services, Inc.

The Inspection/Management Plan is available for public review in the District office. Should you wish to review the plans, please call to make an appointment between 8:00 a.m. and 4:00 p.m. weekdays. Any concerns relative to asbestos containing materials should be directed to the Director of Building and Grounds at 425 South Pine Street, Stillman Valley, IL (815) 645-2230.

SCHOOL CANCELLATION/LATE START/ EARLY DISMISSAL

Under unusual circumstances, such as approaching winter storm advisories, we will make the decision to close schools early. We plan to make this decision by noon and notify the below listed media ASAP. Early dismissal means the school district will be dismissed one hour early (1:30 P.M.).

Emergency Late Start: A late start time may be used due to inclement weather or other

emergencies. If an emergency late start is utilized, all schools would start two hours later than usual at 10:00 AM, and all morning bus pickups would occur two hours later than usual. Dismissal times would remain the same.cal

The decision to cancel school because of weather/other emergency is planned to be made by 6 A.M. with the below listed media notified immediately. Every attempt will be made to follow this 6 A.M. timeline. The decision to cancel school is made in consultation with national/state weather radar, township road commissioners, and school district personnel. The philosophy of the district is to cancel school rather than transport students to school and have to send them home. While this is the general rule, occasionally storms develop during the day and an early dismissal is warranted. Making up missed school days is done in the spring when weather is not as great an issue.

General weather guidelines for cancellation/early dismissal due to weather: A heat index of approximately 100 degrees for an extended number of days will generally warrant early dismissal. A wind chill index of approximately -30 to -35 degrees will generally warrant school cancellation. While these are the general guidelines used by the district, we understand parents are the final authority for their children. Only parents know the specific health concerns and transportation concerns of their children. Therefore, parents should feel comfortable in determining whether or not their children should attend school due to weather conditions.

If you determine your children should not attend school due to weather, please call the school and notify the office of your child's absence as early as possible. If you have any questions about our policy related to school cancellation or early dismissal, please feel free to contact your building principal or the superintendent.

Media notified for school cancellation/early dismissal:

Internet: www.meridian223.org

Radio: Rochelle: WRHL

Rockford: WZOK, WROK, WXRX, WRRR, WKMQ

DeKalb: WDEK

Television: Rockford: WIFR-23, WREX-13, WTOV-17

SHELTER-IN-PLACE PROCEDURES

The following plan is to be used in the event that Stillman Valley High School receives a tornado warning or experiences any emergency requiring the movement of students to safety within the building.

1. The warning of a possible emergency will be conveyed by a rapid beeping signal over the P.A. system. Please make certain you understand the directions now. This is not an evacuation; therefore, speed is secondary to good order. Noise must be held to a minimum so that information and directions can be heard. Ignore all bells. All instructions will be given over the P.A. system. Teachers should stay with their classes. Those who do not have a class should lend their support wherever necessary.
2. Large open areas are very dangerous places in these situations. Therefore, students and staff should evacuate these areas immediately. Students in the gym, wrestling room, library, music room, multi-purpose room, kitchen, or office should be moved immediately to an interior classroom or hallway near these areas.
3. All students in corridors should sit facing the lockers with their hands locked behind their necks with arms covering their ears. Teachers should keep their classes together and keep them away from display cases, windows, and dangerous objects. Students in exterior classrooms should move to a safety position against the inside wall of the nearest hallway. Students remaining in interior classrooms should take a position with their head and face protected under a table or desk.

ROOM/AREA

101, 102, 103

104

105, 106

107

108

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111

112

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114

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116

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118

119, 120

121, 122

123, 124

125, 126

127

128, 129

130-Weight Room

131-Woods Lab

132

133, 134

135-Music Room

LIBRARY

MP ROOM

MAIN GYM

AUXILIARY GYM

WRESTLING ROOM

LOCKER ROOM

KITCHEN

OFFICE

SPECIFIC AREA

STAY IN ROOM

MOVE TO NEAREST INTERIOR ROOM

STAY IN ROOM

MOVE TO NEAREST INTERIOR ROOM

MOVE TO NEAREST INTERIOR ROOM

MOVE TO NEAREST INTERIOR ROOM

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MOVE TO NEAREST INTERIOR ROOM

STAY IN ROOM

MOVE TO NEAREST INTERIOR ROOM

STAY IN ROOM

MOVE TO NEAREST INTERIOR ROOM

STAY IN ROOM

MOVE TO NEAREST INTERIOR ROOM

MOVE TO NEAREST INTERIOR ROOM

MOVE TO NEAREST INTERIOR ROOM

MOVE TO NEAREST INTERIOR ROOM

MOVE TO NEAREST INTERIOR ROOM

MOVE TO SOUTH GYM HALLWAY

MOVE TO NEAREST INTERIOR ROOM

MOVE TO SOUTHEAST HALLWAY BY WOODS LAB

MOVE TO SOUTH GYM HALLWAY

MOVE TO INTERIOR ROOM

MOVE TO SOUTH GYM HALLWAY

MOVE TO SOUTH GYM HALLWAY

MOVE TO SOUTH GYM HALLWAY

MOVE TO NEAREST INTERIOR ROOM

FIRE DRILLS

Fire drills are held throughout the school term. Students are asked to remember the seriousness of fire drills.

Movement must begin immediately to clear the building when the fire alarm sounds. Everyone must go in an orderly fashion. UNDER NO CIRCUMSTANCES ARE STUDENTS TO RUN, SHOVE, OR CROWD DURING A DRILL.

Everyone must leave books, papers, pens, etc. "As Is" when the alarm sounds. Regardless of the exit used, all students are to clear the immediate area around the building before stopping. The first two students to pass out of the door should hold it open until all are out of the building. All pupils will return to their rooms following a drill when the outside bell rings.

The exits and procedures to be followed for different rooms will be posted in each room. READ

THEM.

FIRE DRILL INSTRUCTIONS

1. WALK. Do Not Run. Please do not shout or talk loudly.
2. Assume that every fire alarm signal is real. Move approximately 50 feet from the building, then wait for signal to return.
3. First person to each exit holds the door open. Remember, drills have the purpose of saving lives in emergencies.
4. Building must be evacuated even if it is a false alarm.

Main Gym	Southwest Doors of Gym
Auxiliary Gym	Southwest Front Exit
Boys Locker Room	Front Door of LR--SW Front Exit
Girls Locker Room	Back Door of LR—SW Front Exit
Music Room	South Door of Music Room
Southeast Back Exit	
Ag Classroom & Metals Lab	Room Exits
Woods Lab	Room Exit
Weight Room	Weight Room Exit
Wrestling	South Door of Wrestling Room
Southwest Front Exit	
Multi-Purpose Room	Front Main Doors
Office Complex	Front Main Doors
101, 102, 103, 104, 105, 106	Front Main Doors
107, 108, 109, 110, 111, 112, 113	North Exit by Library
Library	Nearest Outside Library Door
114, 115, 116, 117, 118, 119, 120, 123	Northeast Exit
121, 122, 124, 125, 126	East Exit of M.P. Room
127, 128, 129	
134	Metals Room Exit

NUCLEAR EMERGENCY PLAN

In light of the recent terrorist incidents, many of us are concerned about the safety of our children in the event of a nuclear power disaster at the Byron Exelon Power Plant. The state, county, and local agencies have given the school district specific guidelines about what the schools are to do if a disaster occurs.

Stillman Valley High School is located within a 10-mile radius of the Byron Station, so our students would have to be evacuated. **There are three parent/guardian pick up locations depending upon the weather conditions:**

1. Jefferson High School in Rockford, IL
2. Freeport High School in Freeport, IL
3. Sauk Valley Junior College in Dixon, IL

In the event of such a disaster, the following radio stations will inform you which pick-up location will be used by the Meridian District and the proper route to take to reach the designated pick-up point:

1. FM 97.5 WZOK

2. FM 102.3 WRHL
3. AM 1060 WRHL
4. AM 1440 WROK

PARENTS/GUARDIANS ARE NOT TO COME TO SCHOOL TO PICK UP THEIR CHILDREN.

UNIFORM GRIEVANCE PROCEDURE

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

1. Title II of the Americans with Disabilities Act, 42 U.S.C. §12101 et seq.
2. Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., excluding Title IX sexual harassment complaints governed by policy 2:265, *Title IX Sexual Harassment Grievance Procedure*
3. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. Sexual harassment prohibited by the State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a); Illinois Human Rights Act, 775 ILCS 5/; and Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq. (Title IX sexual harassment complaints are addressed under policy 2:265, *Title IX Sexual Harassment Grievance Procedure*)
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180/
12. Illinois Equal Pay Act of 2003, 820 ILCS 112/
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/
15. Employee Credit Privacy Act, 820 ILCS 70/.

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

Right to Pursue Other Remedies Not Impaired

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

Deadlines

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

Filing a Complaint

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

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

Investigation Process

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the Complaint Manager will notify his or her parents/guardians that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law or this policy, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

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

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

The Superintendent will keep the Board informed of all complaints.

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

Decision and Appeal

Within five school business days after receiving the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard.

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

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

For complaints containing allegations involving the Superintendent or Board member(s), within 30 school business days after receiving the Complaint Manager's or outside investigator's report, the

Board shall mail its written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager.

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

Appointing a Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Title IX Coordinator to coordinate the District’s efforts to comply with Title IX.

The Superintendent shall appoint at least two Complaint Managers, one of each gender. The District’s Nondiscrimination Coordinator, if any, may be appointed a Complaint Manager. The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of current Complaint Managers. The Superintendent or designee shall ensure that students, parents/guardians, employees, and members of the community are informed of the contact information for the District’s Nondiscrimination Coordinator and Complaint Managers on an annual basis.

Nondiscrimination Coordinator: Title IX Coordinator:

P. J. Caposey, Superintendent	Jill Davis
207 W. Main St., Stillman Valley, IL 61084	207 W. Main St., Stillman Valley, IL 61084
pcaposey@mail.meridian223.org	jdavis@mail.meridian223.org
815/645-2230	815/645-2230

Complaint Managers:

Jill Davis, District Staff Officer	P. J. Caposey, Superintendent
207 W. Main St., Stillman Valley, IL 61084	207 W. Main St., Stillman Valley, IL 61084
jdavis@mail.meridian223.org	pcaposey@mail.meridian223.org
815/645-2230	815/645-2230

TITLE IX SEXUAL HARASSMENT GRIEVANCE PROCEDURE

Sexual harassment affects a student’s ability to learn and an employee’s ability to work. Providing an educational and workplace environment free from sexual harassment is an important District goal. The District does not discriminate on the basis of sex in any of its education programs or activities, and it complies with Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106) concerning everyone in the District’s education programs and activities, including applicants for employment, students, parents/guardians, employees, and third parties.

Title IX Sexual Harassment Prohibited

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment whenever that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or
3. *Sexual assault* as defined in 20 U.S.C. §1092(f)(6)(A)(v), *dating violence* as defined in 34 U.S.C. §12291(a)(10), *domestic violence* as defined in 34 U.S.C. §12291(a)(8), or *stalking* as defined in 34 U.S.C. §12291(a)(30).

Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion.

Definitions from 34 C.F.R. §106.30

Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Education program or activity includes locations, events, or circumstances where the District has substantial control over both the *Respondent* and the context in which alleged sexual harassment occurs.

Formal Title IX Sexual Harassment Complaint means a document filed by a *Complainant* or signed by the Title IX Coordinator alleging sexual harassment against a *Respondent* and requesting that the District investigate the allegation.

Respondent means an individual who has been reported to be the perpetrator of the conduct that could constitute sexual harassment.

Supportive measures mean non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the *Complainant* or the *Respondent* before or after the filing of a *Formal Title IX Sexual Harassment Complaint* or where no *Formal Title IX Sexual Harassment Complaint* has been filed.

Title IX Sexual Harassment Prevention and Response

The Superintendent or designee will ensure that the District prevents and responds to allegations of Title IX Sexual Harassment as follows:

1. Ensures that the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*, incorporates (a) age-appropriate sexual abuse and assault awareness and prevention programs in grades pre-K through 12, and (b) age-appropriate education about the warning signs, recognition, dangers, and prevention of teen dating violence in grades 7-12. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
2. Incorporates education and training for school staff pursuant to policy 5:100, *Staff Development Program*, and as recommended by the Superintendent, Title IX Coordinator, Non-discrimination Coordinator, Building Principal, Assistant Building Principal, or a Complaint Manager.
3. Notifies applicants for employment, students, parents/guardians, employees, and collective bargaining units of this policy and contact information for the Title IX Coordinator by, at a minimum, prominently displaying them on the District's website, if any, and in each handbook made available to such persons.

Making a Report

A person who wishes to make a report under this Title IX Sexual Harassment grievance procedure may make a report to the Title IX Coordinator, Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, a Complaint Manager, or any employee with whom the person is comfortable speaking. A person who wishes to make a report may choose to report to a person of the same gender.

School employees shall respond to incidents of sexual harassment by promptly making or forwarding the report to the Title IX Coordinator. An employee who fails to promptly make or forward a report may be disciplined, up to and including discharge.

The Superintendent shall insert into this policy and keep current the name, office address, email address, and telephone number of the Title IX Coordinator.

Title IX Coordinator:

Jill Davis
207 W. Main Street Stillman Valley, IL 61084
jdavis@mail.meridian223.org
815-645-2230

Processing and Reviewing a Report or Complaint

Upon receipt of a report, the Title IX Coordinator and/or designee will promptly contact the *Complainant* to: (1) discuss the availability of supportive measures, (2) consider the *Complainant's* wishes with respect to *supportive measures*, (3) inform the *Complainant* of the availability of *supportive measures* with or without the filing of a *Formal Title IX Sexual Harassment Complaint*, and (4) explain to the *Complainant* the process for filing a *Formal Title IX Sexual Harassment Complaint*.

Further, the Title IX Coordinator will analyze the report to identify and determine whether there is another or an additional appropriate method(s) for processing and reviewing it. For any report received, the Title IX Coordinator shall review Board policies 2:260, *Uniform Grievance Procedure*; 5:20, *Workplace Harassment Prohibited*; 5:90, *Abused and Neglected Child Reporting*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; 7:185, *Teen Dating Violence Prohibited*; and 7:190, *Student Behavior*, to determine if the allegations in the report require further action.

Reports of alleged sexual harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational program or activity that is productive, respectful, and free of sexual harassment.

Formal Title IX Sexual Harassment Complaint Grievance Process

When a *Formal Title IX Sexual Harassment Complaint* is filed, the Title IX Coordinator will investigate it or appoint a qualified person to undertake the investigation.

The Superintendent or designee shall implement procedures to ensure that all *Formal Title IX Sexual Harassment Complaints* are processed and reviewed according to a Title IX grievance process that fully complies with 34 C.F.R. §106.45. The District's grievance process shall, at a minimum:

1. Treat *Complainants* and *Respondents* equitably by providing remedies to a *Complainant* where the *Respondent* is determined to be responsible for sexual harassment, and by fol-

lowing a grievance process that complies with 34 C.F.R. §106.45 before the imposition of any disciplinary sanctions or other actions against a *Respondent*.

2. Require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and provide that credibility determinations may not be based on a person’s status as a *Complainant*, *Respondent*, or witness.
3. Require that any individual designated by the District as a Title IX Coordinator, investigator, decision-maker, or any person designated by the District to facilitate an informal resolution process:
 - a. Not have a conflict of interest or bias for or against complainants or respondents generally or an individual *Complainant* or *Respondent*.
 - b. Receive training on the definition of sexual harassment, the scope of the District’s *education program or activity*, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
1. Require that any individual designated by the District as an investigator receiving training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
2. Require that any individual designated by the District as a decision-maker receive training on issues of relevance of questions and evidence, including when questions and evidence about the *Complainant’s* sexual predisposition or prior sexual behavior are not relevant.
3. Include a presumption that the *Respondent* is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
4. Include reasonably prompt timeframes for conclusion of the grievance process.
5. Describe the range of possible disciplinary sanctions and remedies the District may implement following any determination of responsibility.
6. Base all decisions upon the *preponderance of evidence* standard.
7. Include the procedures and permissible bases for the *Complainant* and *Respondent* to appeal.
8. Describe the range of *supportive measures* available to *Complainants* and *Respondents*.
9. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Enforcement

Any District employee who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any third party who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any District student who is determined, at the conclusion of the grievance process, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with student behavior policies. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action.

This policy does not increase or diminish the ability of the District or the parties to exercise any other rights under existing law.

Retaliation Prohibited

The District prohibits any form of retaliation against anyone who, in good faith, has made a report or complaint, assisted, or participated or refused to participate in any manner in a proceeding under this policy. Any person should report claims of retaliation using Board policy 2:260, *Uniform*

Grievance Procedure.

Any person who retaliates against others for reporting or complaining of violations of this policy or for participating in any manner under this policy will be subject to disciplinary action, up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

STUDENTS FOR BETTER ATTITUDES

Welcome to Stillman Valley High School. Here at Stillman Valley, we are dedicated to promoting and improving sportsmanship throughout our school and community. Our expectations are that all players, coaches, and spectators will share our same feelings and strive to keep sportsmanship the number one priority while supporting your favorite team and players.

*“We believe that good sportsmanship is an **ATTITUDE**. Our positive **ATTITUDE** is an example that we strive to exhibit during the activities in our schools. The mission of Students for Better Attitudes is to foster this **ATTITUDE** through our leadership in every aspect of our school’s programs.”*

At Stillman Valley High School, we are proud to say that good sportsmanship is alive and well.

POSITIVE EXAMPLES OF SPORTSMANSHIP

1. Create an atmosphere of RESPECT towards the opponents, officials, and fellow fans.
2. Demonstrate COURTEOUS ACTS of KINDNESS to all.
3. Display POSITIVE SCHOOL SPIRIT and applaud the play of all involved.
4. Understand that the OFFICIALS are trying to administer the rules of the game as fairly as they can.
5. Unconditionally HONOR our NATIONAL ANTHEM.
6. Win/lose with DIGNITY.
7. ENJOY the effort given by all the athletes.
8. Be able to take PRIDE in everything that takes place here today.
9. Use POSITIVE LANGUAGE
10. WHAT YOU DO SPEAKS SO LOUDLY I CANNOT HEAR WHAT YOU SAY!

CATASTROPHIC ACCIDENT INSURANCE

Meridian CUSD #223 provides catastrophic accident insurance to district students while they are in attendance at school and/or participating in extra-curricular activities. The coverage has a deductible to the family of \$25,000 and will cover up to \$1 million dollars in medical expenses.

Stillman Valley High School

Student’s Name:

Community Service Hours Program

ID #:

Describe your community service experience. What did you do? What did you learn?	
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Who specifically benefitted from your service and how?	
Total Service Hours Completed	
Printed Name of Validating Adult Supervisor (Must be non-parent)	
Validating Adult's Phone Number	

Eligible community service hours are recognized as a record of charitable or non-profit service hours to others outside the home resulting in a tangible benefit to others. Community service hours should be completed outside of school hours, but service hours during the school day may be eligible if approved by an applicable faculty or staff member.

By signing this verification form, we declare that we have read the Approval/Liability Waiver on Page 2 of this document.

Student's Signature **Parent/Guardian Signature** **Date**

Validated upon completion of _____
service hours – **Signature of Validating Adult (Non-Parent)** **Date**

COMPLETED SERVICE FORMS MUST BE TURNED IN TO COUNSELING DEPT. SECRETARY

COMMUNITY SERVICE HOURS PROGRAM
APPROVAL/LIABILITY WAIVER

Stillman Valley High School students are highly encouraged to complete 40 or more hours of optional community service during their high school careers. Students who earn 40-79 hours of community service during their high school careers will be recognized at their graduation ceremony. Students who earn 80 or more hours of community service during their high school careers will be recognized at their graduation ceremony and given a silver service cord to wear during the ceremony. Students are encouraged to complete 10 hours of community service or

more per year of high school enrollment, but it is not required.

Stillman Valley High School District 223 defines community service as follows: activities which benefit a school, non-for-profit entity which serves the community or individual in need. Students may not earn community service credit for activities for which they are paid or which directly benefit a family member. Community service activities should take place during non-school hours; however, service hours completed during school hours may be approved by an applicable faculty or staff member.

I understand that I, the parent/guardian, am responsible for the arrangement of transportation for my student to and from the community service site and that Stillman Valley High School District 223 assumes no responsibility or liability with respect to the conduct or safety of my student's involvement in community service activities.