

DISTRICT 303 HIGH SCHOOL STUDENT HANDBOOK

St. Charles East High School



St. Charles
EAST

Home of the Fighting Saints

EAST HIGH SCHOOL STUDENT HANDBOOK

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This handbook is only a summary of Board of Education policies and administrative procedures governing the District. Board policies and administrative procedures are available to the public on our website at <http://district.d303.org/board-policy-manual>. This handbook may be amended at any time during the school year without notice.

ACCESS TO ELECTRONIC NETWORKS

[Please refer to Policy 6:235 Access to Electronic Networks for more information](#)

Electronic networks, which include the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent or designee shall develop an implementation plan for this policy and appoint a system administrator. The failure of any student or staff member to follow the terms of the Authorization for Electronic Network Access, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

ANNOUNCEMENTS

Announcements will be broadcast at the beginning of second hour Monday through Friday. Additionally, the Orange and Black Student Bulletin can be found online [on the STC East website](#). All requests for announcements must be signed by the club advisor, submitted before 12:00 noon the previous Friday the announcement is to be put in the bulletin and then approved by the Assistant Principal for Student Life.

ASSEMBLIES

Assemblies will include athletic recognition, guest speakers, musical and dramatic programs, awards, and programs presented by classes and other school organizations. Students are seated in the gymnasium or Norris Cultural Arts Center for assemblies according to the instructions given by the teacher and administration. Students who misbehave will be referred to the Dean. Compliance with the following rules will insure the proper atmosphere:

1. Give immediate and courteous attention to those presiding as well as those involved in the performance of the assembly.
2. Show proper appreciation for the performance by applause only in formal assemblies.

ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES

Please refer to the following policies for more information:

[6:190 Extracurricular and Co-Curricular Activities](#)

[7:40 Nonpublic School Students, Including Parochial and Home-Schooled Students](#)

[7:240 Conduct Code for Participants in Extracurricular Activities](#)

[7:260 Exemption from Physical Activity](#)

[7:300 Extracurricular Athletics](#)

[7:305 Student Athlete Concussions and Head Injuries](#)

St. Charles East High School offers a full range of athletic competition for boys and girls grades 9 through 12. The "Fighting Saints" compete in the strong Upstate Eight Conference River Division. All STCE sanctioned athletes must abide by the eligibility rules established by the Illinois High School Association and those set by St. Charles East High School. There is fee for participating on an athletic team per sport with no cap.

Eligibility for participation in competitive IHSA sanctioned school activities and athletics will be determined in accordance with the Illinois High School Association's standards for interscholastic sports and extra-curricular activities. Please refer to [Policy 6:190 – Extracurricular and Co-Curricular Activities](#) for our No Pass/No Play guidelines.

[St. Charles East High School Athletics](#)

[St. Charles East High School Clubs](#)

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NCAA ELIGIBILITY REQUIREMENTS

The National Collegiate Athletic Association regulations regarding college freshman eligibility to participate and compete in athletics at any Division I or II college or university may be found on their website at http://web3.ncaa.org/ECWR2/NCAA_EMS/NCAA.jsp.

If you intend to compete as a college athlete at a Division I or II college, it is advised that you request additional information from your counselor and athletic director.

ATTENDANCE

Please refer to the following policies for more information:

[7:70 Attendance and Truancy](#)

[7:80 Release Time for Religious Instruction/Observation](#)

[7:90 Release During School Hours](#)

District 303 believes that regular attendance at school results in greater academic success. To meet our mutual goal for academic success, we expect students will be present and on time throughout each day school is in session. Consistent attendance at school positively impacts your child's achievement and success. Please limit unnecessary appointments during the school day when possible.

Communication from parents is essential in maintaining accurate attendance records. A parent/guardian must notify the school each time regular attendance is interrupted. Parents may call the school's 24-hour attendance line and leave a message indicating the student's name, grade and reason for their absence. Please visit the District 303 Health Services page on our website at <http://district.d303.org/health-services> for guidelines on student absences related to illness.

Please refer to the Community Unit School District 303 Discipline Procedures for information regarding excused and unexcused absences, tardiness and truancy.

BULLYING, INTIMIDATION, AND HARASSMENT PREVENTION

Please refer to the following policies for more information:

[7:20 Harassment of Students Prohibited](#)

[7:180 Preventing Bullying, Intimidation, and Harassment](#)

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

BUS INFORMATION

[Please refer to policy 7:220 Bus Conduct for more information](#)

The VersaTrans e-Link is a tool for viewing the latest bus route information for students. This link can be found on the East website. If you must change a route, contact Transportation at least two days before the change should take place.

FOX VALLEY CAREER CENTER STUDENTS: Students who attend Fox Valley Career Center (phone number: 630-365-5113) will be provided transportation to and from the center.

Students should get an excused tardy pass in the Attendance Office if the Fox Valley bus returns late. In addition, slips are available in the Deans' Office for those students that either leave early or arrive late to class based on their participation in the Fox Valley Career Center Program.

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All students must follow the District's School Bus Safety Guidelines. The Superintendent, or any designee as permitted in The School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct.

COLLEGE AND CAREER STUDENT READINESS

The focus of the College and Career Readiness Department is to provide support for students toward a post-secondary path best suited to their goals. Consequently, as a result of their work with Counselors, students will be empowered to apply knowledge, utilize skills and overcome challenges in preparation for post-secondary opportunities.

The focus of each grade level is as follows:

- ❖ Grade 9: Discovering Strengths and Areas of Interest and Developing a Four Year Plan
- ❖ Grade 10: Connecting Strengths and Interests to Post-Secondary Plans
- ❖ Grade 11: Understanding How Interests Connect to Future Opportunities
- ❖ Grade 12: Bringing it all Together for Post-Secondary Success

Students are assigned counselors alphabetically. The student's counselor name will appear on his/her schedule and all attempts will be made to keep the students with this counselor for his/her four years of high school. When students need to see their counselor, they can do so by making an appointment through the Administrative Assistant in the College and Career Office, or by stopping by the College and Career Office during non-instructional time. Parents are welcome to arrange an individual conference and will be encouraged to attend Course Registration conferences with their son/daughter

COURSE OFFERING BOOK

[Please refer to the Course Offering Book and Planning Guide](#)

The High School course offering and planning guide is a compilation of all courses offered at both high schools along with information regarding graduation requirements.

CPR TRAINING VIDEO

Public Act 098-0305 requires the IHSA to post a CPR training video on its website and we encourage students and parents to view the video.

<http://www.ihsa.org/Resources/SportsMedicine/CPRTraining.aspx>

DISCIPLINE PROCEDURES

It is the sincere desire of the Board of Education that each student practice self-discipline, so that disciplinary action by teachers, administration, and the Board of Education may be avoided. In order to provide a fair and equitable system for the administration of discipline in our schools, the Board of Education has approved discipline procedures. It is the desire of Community Unit School District 303 to promote positive citizenship and a constructive school environment. Parents will be notified regarding discipline which may be employed to achieve desired behavioral results. In addition, when further remediation is required, various support personnel may be involved in those efforts.

For a complete list of Community Unit School District 303 discipline procedures, visit our website at <http://district.d303.org/student-handbooks> by clicking on this link.

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Community Unit School District 303 discipline procedures are directed by Board of Education policy. [Please refer to policy 7:190 Student Behavior for more information.](#)

DISTRIBUTION OF WRITTEN MATERIALS AND PETITIONS

No written or printed material may be distributed or posted in the school building or on the school grounds without prior approval from the Assistant Principal for Student Life.

DRESS CODE

[Please refer to policy 7:160 Student Appearance for more information](#)

Student dress sets the tone of a school and influences the way students behave. Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency at school or school sponsored-events. The word "clothing" includes accessories such as rings, earrings, necklaces, purses, backpacks, chains, and shoes.

The following is prohibited:

- Clothing which is considered to be revealing will not be allowed on any student. This would include clothing that does not cover from shoulders to mid thighs. The following are examples of revealing clothing: bare midriffs, backs or halter tops; excessively short skirts or shorts, low cut or strapless tops without a covering shirt; and visible underwear.
- Clothing which depicts the use of tobacco, alcohol, or illegal substances.
- Clothing which depicts graphics or wording with sexual, vulgar, lewd, or indecent meanings or connotations, or clothing which by community standards is indecent for purposes of educational and school activity. Students must be adequately clothed.
- Clothing which identifies a gang or a group whose purpose or effect is to interfere with the operation of the school or school activities or with the safety and security of students and staff.
- The wearing of hats/head coverings (for affiliation, fashion, holiday or school spirit events) is not permitted in school. Hats and head coverings should be left in the locker and may not be worn in school from the beginning of the day until the end of the day. This policy excludes head covering required by religious observance.
- Clothing that may damage school property or be readily used as a weapon.
- Clothing with graphics or wording which depicts violence in any form.

Building administrators shall have the authority to temporarily exclude any student for violations of the dress code.

DRIVER EDUCATION

[Please refer to the Course Offering and Planning Guide](#)

EMERGENCY SCHOOL CLOSING

Information regarding the closing of schools will be posted by approximately 5:45 AM on the homepage of the District 303 website (www.d303.org) and sent to local news agencies. All emergency contact phone numbers provided to the District will be called using our parent notification system to notify parents/guardians when school is closed.

EQUAL EDUCATIONAL OPPORTUNITIES

Please refer to the following policies for more information:

[7:10 Equal Educational Opportunities](#)

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[7:20 Harassment of Students Prohibited](#)

[7:130 Student Rights and Responsibilities](#)

[8:20 Community Use of School Facilities](#)

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, nationality, sex, gender identity, ancestry, age, religion, physical and mental disability, status of being homeless, order of protection status, or actual or potential marital or parental status, including pregnancy.

FREE AND REDUCED PRICE FOOD SERVICES

[Please refer to Policy 4:130 Free and Reduced-Price Food Services](#)

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines and family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education. [Click on this link for more information regarding eligibility requirements, the application process and other information required by federal law.](#)

GRADUATION REQUIREMENTS

[Please refer to the Course Offering and Planning Guide](#)

HOME ACCESS CENTER

[Click here for more information and to login to your Home Access Center account](#)

District 303 parents and guardians use Home Access Center to access their child's grades, schedule, attendance, contact information and transportation information in a password protected environment.

HOMEBOUND SERVICES

Please refer to the following policies for more information:

[6:150 Home and Hospital Instruction](#)

A student who is absent from school, or whose physician anticipates that the student will be absent from school because of a medical condition, may be eligible for instruction in the student's home or hospital.

Parents should contact their child's guidance counselor for the appropriate Medical Certification form. All requests for home or hospital instruction must be completed on this form. Homebound service will be provided on days when D303 schools are in session and only during school hours. Every effort will be made to help the student continue his/her education with a minimum of lost credits. For students with Individualized Education Programs (IEPs), the IEP team will determine the homebound instruction that will be provided.

Parents should contact their child's guidance counselor when the student is ready to return to school after homebound instruction.

INSTRUCTIONAL MATERIALS

[Please refer to Policy 6:210 Instructional Materials for more information.](#)

Please refer to this policy for information regarding permission and guidelines for showing PG, PG-13 and R-rated movies to high school students.

No pupil shall be required to take or participate in any class or course on AIDS, sex education or family life instruction if his parent or guardian submits written objection thereto, and refusal to take or participate in the course or program shall not be reason for suspension or expulsion of the pupil.

LEARNING RESOURCE CENTER

The Learning Resource Center shall serve as a multi-media center which shall provide resources to students and professional staff. The Learning Resource Center program will focus on enlarging and enriching the on-going classroom instructional program. Continuous upgrading of materials and programs will be the responsibility of the Building Principal with assistance from the center teacher and other teachers of each building.

Each building's collection of materials will be of a comprehensive nature, support the curriculum and provide for varied individual needs, interests, abilities, and maturity levels.

Materials should be selected on the basis of encouraging the growth of knowledge and developing literary, cultural and aesthetic appreciation and ethical standards.

There should be opportunities for free selection of materials based on the student's interest, as well as guided selection of materials appropriate to specific, planned learning experiences.

Student Access

The LRC welcomes students to come visit and study with us during their free periods. Students must follow this procedure:

- Students must have an official pass and their ID to visit the LRC (this includes study hall, senior lunch, Varsity P.E., unscheduled 1st, 8th, and AP classes).
- Students must get an official pass from the teacher in which he/she has class work. (Only one person's name per pass.)
- Students must report to study hall and sign in with their teacher/dean's assistant before coming to the LRC.
- The study hall teacher must sign their name on the "Returned to" line in the lower right hand corner of the official pass.
- Students must scan their ID and drop off their pass in the basket at the attendance desk.
- Students must sit in the designated study area.
- Students must stay in the LRC for the remainder of the period.

There is limited seating in the LRC, primarily in the "C" area. Overflow students will be sent back to their original scheduled location at the discretion of the LRC staff. The goal of the LRC is to provide a quiet, friendly, respectful learning environment with expectations for academic success for all students. Students should refrain from eating, drinking, gaming, and socializing during their time in the LRC.

Equipment available to students

Students may check out video cameras, digital still cameras, and flash drives to be used for class projects. Laptop computers may also be checked out for overnight home use. All equipment is checked out on an overnight basis unless other arrangements are made. Equipment returned late may be subject to late fines. Please see an LRC staff member to check out equipment.

Textbooks

Students are responsible for all textbooks checked out to them. All semester textbooks must be returned to the bookroom by the last day of semester/final exams. Novels are due upon completion of the associated unit. All other textbooks/novels must be returned to the bookroom by the last day of school. Late book returns will incur a late fee. When a student makes a schedule change, the

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appropriate books must be returned on the day of the schedule change. Withdrawn students must return all books upon withdrawing from school.

Books will not be issued to students who have outstanding obligations. All overdue books must be returned and/or all fines and damages paid before new books will be issued.

It is the students' responsibility to check the books they are issued for damage, especially water damage, before leaving the bookroom area. Students have four weeks to report damages incurred by previous users. After that time, any damage to a book is the student's responsibility.

Seniors must have all books, materials, fines, and fees paid prior to graduation practice. Diplomas, caps and gowns will be held if obligations are not met.

Fines will be assessed as follows:

| | |
|-----------------------|---|
| Barcode Damage: | \$5.00 per book |
| Cover/Binding Damage: | \$10.00 per book |
| Water Damage: | FULL REPLACEMENT COST |
| Late Fee: | \$5.00 first book/\$1.00 each additional book |
| Total Damage: | FULL REPLACEMENT COST |

LOCKERS

At the beginning of each school year, each pupil shall be assigned a locker in which to keep books, lunch and outdoor clothing. Students must stay in their assigned lockers.

Students will be assigned another locker in the locker room for physical education. Pupils will supply their own physical education locks in these areas. It is the responsibility of pupils to keep lockers locked.

Administration and teachers are not responsible for the loss of money or property. Large sums of money and personal valuables should never be brought to school.

Students are required to keep lockers clean at all times. Students shall be assessed a fine for locker damage or for excessive cleaning expense. Decals, stickers or other markings on the locker are prohibited along with all drug, alcohol or obscene literature or photographs. Students are advised that the administration has the right to open and inspect student lockers should there be reasonable suspicion of anything inappropriate, improper, illegal or unsafe within.

LOCKER SECURITY: In order to protect the contents of your locker, students should follow a few helpful suggestions:

1. Do not give your combination to anyone other than your locker partner.
2. Spin the dial after you shut the door.
3. Store only coats, books, etc. in your locker. Do not store valuables.
4. If there is something valuable you must take to school, leave it in the Deans' Office for safekeeping.
5. Do not share PE lockers.
6. Always lock your PE locker.

LOST AND FOUND

The Deans' Office is the location of the lost and found with the Deans' Office secretary being its custodian on a day-to-day basis. All items found in the building will be brought there at the earliest opportunity. It is the central location for students and faculty to find misplaced items. Every effort

shall be made to return lost items to their rightful owners. Indiscriminate searching by students is prohibited.

MEDICAL AND HEALTH INFORMATION

Please refer to the following policies and website for more information:

[7:100 Health and Dental Examinations, Immunizations, and Exclusion of Students](#)

[7:260 Exemption from Physical Activity](#)

[7:270 Administering Medicines to Students](#)

[7:275 Orders to Forgo Life-Sustaining Treatment](#)

[7:280 Communicable and Chronic Infectious Disease](#)

[7:285 Food Allergy Management Program](#)

Health Forms may be found at: <http://district.d303.org/health-services>

It is the responsibility of the parent/guardian to provide accurate contact information to the school in case of illness, injury or emergency. It is also the responsibility of the parent/guardian to provide updated medical information and changes in a student's health status that may impact or interfere with the school day.

Returning to School after an Illness or Injury

- Extended absences of 5 or more days may require the student to present a health care provider statement of re-admittance to the school nurse.
- If a child has a fever of 100 degrees or higher, vomiting or diarrhea within the past 24 hours, an unexplained rash, sore or pink eyes with discharge or a persistent, productive cough, he/she should remain out of school and school related activities for 24 hours after the temperature has returned to normal without the use of fever reducing medication and the symptoms have subsided.
- Students taking antibiotics for a communicable disease and/or bacterial infection should remain home for 24 hours after the initial dose before returning to school.
- Students may be asked to present a health care provider statement for re-admittance for communicable diseases.

Activity Restrictions

- Any student returning to school with a cast, crutches or other debilitating injury or illness requiring an activity restriction must report to the school nurse.
- Students may be excused from participation in Physical Education due to illness or injury for up to 3 consecutive days with written permission from a parent/guardian.
- Students who need to be excused from Physical Education for longer than 3 days must present a written and signed excuse from a health care provider explaining the reason and the duration of the restriction. These students will not be allowed to return to activity without written consent from a health care provider.

In the event of an emergency:

- Every attempt to contact the parent/guardian will be made. If a parent/guardian cannot be reached, the emergency contact person designated by the parent will be contacted.
- If at any time school personnel are unsure of the gravity of the situation, or if the observable condition of the child would suggest the child not be moved, 911 will be called.
- Upon the assessment of emergency personnel, the child may be taken to the nearest emergency center for further care.

PHYSICAL EDUCATION

Please refer to the following policies for more information:

[7:260 Exemption from Physical Activity](#)

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- Students must be dressed in a regulation uniform **or** appropriate dress (shirt, shorts and athletic shoes) for the class activity. Students participating in any aquatic activity must wear a swimsuit that is appropriate for the activity (preferably a one-piece suit.) The appropriateness of student dress for any activity is at the discretion of the teacher.
- Warm clothing that does not inhibit movement may be worn over their uniform for outdoor activities on cold days.
- Students who do not participate in their physical education class will be ineligible to participate in intramurals, athletics or any other physical activities that are school-sanctioned that day.

SAFETY

[Please refer to Policy 4:170 Safety for more information](#)

The Superintendent or designee shall develop and implement a comprehensive safety and crisis plan incorporating both avoidance and management guidelines. The comprehensive safety and crisis plan shall specifically include provisions for: injury prevention; bomb threats, weapons, and explosives on campus; school safety drill program, tornado protection; instruction in safe bus riding practices, emergency aid; post-crisis management; and responding to medical emergencies at an indoor and outdoor physical fitness facility.

SCHOOL DANCE GUIDELINES

The following guidelines apply to students attending school sponsored dances:

1. With the exception of Homecoming and Prom, dances will be held on Friday nights from 8:00-11:00 p.m. in order to assist with community curfews. No student will be admitted after 9:00 p.m. or one hour after the dance begins. (Students participating in activities of athletics on the night of a dance are expected to arrive at the dance within a reasonable time after their event or contest.)
2. Designated parking will be made available for all dances. Students attending the dance must park in the designated spaces in order to provide adequate supervision of the parking area.
3. Guest passes will be available for Homecoming, the Spring Dance, and Prom. Middle school students will not be admitted as a participant or as a guest. (See below for guest policy.)
4. No student will be allowed to return after he/she has left the dance. Tickets will be sold on a presale basis only.
5. Tickets will be sold during all lunch periods the week of the dance and until 3:30 p.m. the date of the event. (See below for additional presale details.)
6. Students attending St. Charles East High School dances must present a current student I.D. at the door.
7. No guest over the age of 20 years will be admitted into dances unless approved by the principal.
8. Dancing must be school appropriate. Sexually suggestive dancing will not be tolerated.

TICKET SALES

1. One week prior to the week of the dance, advisors must provide a list of student ticket sellers along with a schedule for the ticket sales.
2. At the time of ticket purchase, students will be asked to sign the back of their tickets verifying they have read and understood the dance expectations.

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GUEST POLICY

1. Guest passes will be available for traditional dances (i.e. Homecoming, the Spring Dance, and Prom). Students may bring one guest to a dance.
2. The St. Charles East student will pick up his/her guest pass at the ticket booth and complete it in its entirety before purchasing their dance tickets.
3. On the evening of the dance, the guest and his/her date will show proper identification (school I.D. or driver's license).

STUDENT BEHAVIOR

1. Students are expected to follow all school rules as outlined in the student planner/handbook.
2. No person shall come to the dance under the influence, or in possession of drugs or alcohol. Anyone violating this expectation is subject to arrest and appropriate school consequences.

SCHOOL VISITATION RIGHTS AND PARENTAL INVOLVEMENT

[Please refer to policy 8:95 Parental Involvement for more information.](#)

Pursuant to 820 ILCS 147/1 *et seq.* employers must grant employees leave of up to eight (8) total hours during any school year (no more than four (4) hours of which may be taken on any given day) to attend necessary educational and behavior conferences regarding the employee's child if those conferences cannot be scheduled during non-work hours. An employee, however, must have exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave before the employee is allowed leave under this Act. Employees must make prior arrangements with their employers. The main office shall provide the parents/guardians with documentation of the school visitation that shall include, but not be limited to, the exact time and date the visitation began and ended.

SCHOOL WELLNESS

[Please refer to policy 6:50 School Wellness for more information.](#)

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004.

SEARCH AND SEIZURE

Please refer to the following policies for more information:

[7:140 Search and Seizure](#)

[7:150 Agency and Police Interviews](#)

[7:170 Vandalism](#)

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

[Notification Regarding Student Accounts or Profiles on Social Networking Websites](#)

SOCIAL SECURITY NUMBER DISCLOSURE STATEMENT

Disclosure of your social security number is voluntary. No legal right, benefit, or privilege will be denied as a result of any failure to disclose your social security number. Student social security numbers collected will be used for educational research purposes only and will primarily be used for tracking of vocational education program completely in accordance with the Carl D. Perkins

Vocational Education Law, 20U.S.C.Sec. 2301 et seq., and State law, Ill Rev. Stat. 1987, ch.122, par. 697.

SPECIAL EDUCATION SERVICES

St. Charles School District #303, in conjunction with Mid-Valley Special Education Cooperative, provides a continuum of services necessary to meet the needs of eligible students. These services include the following areas: specific learning disability, emotional disability, cognitive disability, other impairment, autism, visual impairment, hearing impairment, deafness, deaf-blind disability, orthopedic impairment, multiple disability, traumatic brain injury, and speech/language impairment. In addition, related services such as social work, occupational or physical therapy, health needs and transportation are available to students who require them. With regard to the identification of students in need of special education, the district provides the following screenings and/or evaluations.

- Vision and hearing screening
- Speech/Language screening upon parental request
- Early Childhood screening (age 3-5)
- Intervention/Progress monitoring
- Case Study Evaluation

Parents of students residing within the district have the right to request a copy of the document [Educational Rights and Responsibilities: Understanding Special Education in Illinois](#). For further information regarding special education, parents are directed to contact their child's building principal.

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. Procedures for parent/guardian or evaluator access is contained in District Procedure 6:120-AP2. For further information, please contact the Assistant Principal of Student Services.

[Behavioral Interventions for Students with Disabilities](#)

Public Act 87-1103: On July 21, 1995, Public Act 87-1103 was enacted into law. The Act requires all school districts in Illinois to develop a policy and procedures addressing the use of behavioral interventions for students with disabilities. The policy and procedures were developed using the guidelines provided by the Illinois State Board of Education. The Act requires that all parents and students be notified about the existence of this policy regarding behavioral interventions. You may obtain a copy of the guidelines by contacting the Illinois State Board of Education: 100 North First St., Springfield, IL 62777.

Please be advised that Community Unit School District 303 has developed its policy and procedures using guidelines provided by the State Board of Education. You can obtain a copy of the district's policy and procedures by contacting the Student Services Department: 201 S. 7th St., St. Charles, IL 60174.

Students attending specialized program(s) under the supervision of Mid-Valley Special Education, Northwest Illinois Association, or in a non-public day program approved by the Illinois State Board of Education are subject to that program's policies and procedures governing restrictive behavior management. These policies and procedures are addressed and accepted in writing by parents upon admission to the program.

INFORMATION REGARDING SECTION 504 OF THE REHABILITATION ACT OF 1973: The intent of the District is to ensure that students who have a disability within the definition of Section 504 of the Rehabilitation Act of 1973 be identified, evaluated, and provided with appropriate educational services. For additional information, please contact the Assistant Principal of Student Services.

NOTIFICATION REGARDING MEDICAID DATA RELEASE

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students. For students who receive special education services, therapy and diagnostic services provided to the student may be partially reimbursable. Your one-time consent allows the district to recover a portion of the costs associated

with providing health services to your child. The reimbursement supports vital special education services.

The reimbursement process requires the school district to provide Medicaid with your child's name, date of birth and Medicaid number. Federal law requires school districts to annually notify parents/guardians if they intend to release student data to Medicaid even if you have already provided Medicaid with your child's information as part of your Medicaid application. Only data for Medicaid eligible students will be released.

If you do not object to the release of information to Medicaid, do nothing. Otherwise you may state your objection in writing and forward it to the Department of Instruction, 309 S 9th Street, St. Charles, IL, 60174. Consent may be revoked at any time. If you deny the release of the data, the district must continue to provide health services to your child. At no time can the district charge you for the cost of the health services.

When considering your decision, please note that this program has no impact on current or future Medicaid benefits. Under federal law, your decision to participate in the program cannot:

- Decrease lifetime coverage or any other public insurance benefit,
- Result in the family paying for services that would otherwise be covered by Medicaid,
- Increase your premiums or lead to discontinuation of benefits or insurance, or
- Result in the loss of eligibility for home and community-based waivers.

STUDENT AND FAMILY PRIVACY RIGHTS

[Please refer to policy 7:15 Student and Family Privacy Rights for more information.](#)

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students must advance or relate to the District's educational objectives as identified in Board Policy. This applies to all survey regardless of whether the student answering the questions can be identified and regardless of who created the survey.

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance without providing notice of the date and type of invasive physical exam and giving parents/guardians the opportunity to object to the exam.

STUDENT ASSISTANCE & SUBSTANCE ABUSE PROGRAM

The District Student Services Department supports prevention activities and intervention strategies to reduce/eliminate drug and alcohol abuse among District 303 students. Student Services personnel work cooperatively with principals, staff, students and parents to increase awareness and address needs arising from substance abuse. Students and parents may contact the School Assistance Counselor at the middle and high schools with questions.

STUDENT FUNDRAISING

Please refer to the following policies for more information:

[7:325 Student Fund-Raising Activities](#)

[8:90 Parent Organizations and Booster Clubs](#)

Only the following organizations may solicit students on school grounds during school hours or during any school activity to engage in fund-raising activities:

- School-sponsored student organizations; and
- Parent organizations and booster clubs that are recognized pursuant to policy 8:90, Parent Organizations and Booster Clubs.

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The need for fundraising activities is recognized as a source of supplemental funds. All fundraising should meet the following guidelines:

- Fundraising activities should be completely voluntary for all students, parents, and community members.
- All fundraising activities should be sensitive to the financial concerns of the parents and community.
- Fundraising revenues should support supplemental expenses and not be necessary for normal operating expenses.

STCE FUNDRAISING PROCESS

1. The Assistant Principal of Student Life exercises general control over ALL fundraising activities and must approve all in and out of school activities of this type.
2. Each sponsor/coach is required to complete a "[Request For Approval of A Fundraising Event](#)" before any action is taken which might obligate the organization or individual members of the organization.
3. In school fundraising sales of goods i.e. candy, flowers, pennant, badges, etc., are limited to one activity per semester per group with no sale lasting longer than two school weeks. Additional out of school fundraising may be requested.
4. Fundraising priority throughout the school day is limited to those organizations that are not funded, i.e. clubs and activities. Sports teams without a Booster Support group may request and receive fund raising opportunities within the school.
5. All extracurricular organizations that collect money must open and maintain an activity account with the School Treasurer. All money collected must be deposited in this account, and all requests for disbursements must be made to the Treasurer.

STCE FUNDRAISING PROCEDURE

1. All requests for fundraising will originate with the sponsor/coach.
2. The sponsor/coach should complete the Fundraising Request Form and receive approval from the Assistant Principal in charge of Student Activities.
3. If the Fundraising Request is approved, the Assistant Principal will schedule the fundraising activity on a master fundraising calendar. This is true for both in-school and out-of-school activities.
4. All fundraising results must be reported promptly to the Student Activities Office upon completion.
5. Academic instruction is not to be disrupted and fundraising activities are not to take place within the confines of the classroom under any circumstances. Fundraising forms, facilities usage, and calendar of events are to be on file in the Student Activities Office.

STUDENT IDENTIFICATION CARDS

All students attending St. Charles East High School will be given individual identification (ID) cards at the time of registration. Students will be required to show their ID cards for signing out books in the Resource Center, for admission to all dances, athletic events, and bus identification. Students are expected to carry their ID card with them at all times and display it upon request of any staff member. Any lost or stolen ID should be reported to your Dean. ID's may be retaken in the Resource Center from 7:15 a.m. until 3:00 p.m. at a cost of \$5.00 in the event a replacement is necessary

STUDENT INSURANCE

Please contact the District 303 Business Office for more information regarding Student Insurance.

STUDENT PARKING

Senior Parking - Seniors will be eligible for an everyday permit. **Parking is permitted in the yellow striped areas only.**

Juniors/Seniors enrolled in academic-related programs listed below will be eligible for an everyday parking permit as needed according to his/her schedule. Students will need to verify their enrollment in the programs listed below with their schedules. Students enrolled in these programs will park in senior parking during the times that the Range is closed.

- ECC School to Careers Programs/Principles of Technology
- CO-OP
- Teaching and Learning Practicum
- Internships

Juniors not enrolled in the above programs will be eligible for a Range parking permit on an odd or even day basis only. Sophomores are not allowed to park on campus.

The Driver's Education Range lot will be closed October through November and the month of April.

Range Parking – Striped areas only – Odd/Even Days

Parking on campus is on a first-come first-serve basis. If no spaces appear to be available in designated student parking areas, you must park off campus. Questions should be referred to the Deans' Office.

The appropriate school personnel have the right to inspect and/or search any vehicle driven by a student and parked on campus should there be reasonable suspicion that there is something illegal, unsafe, or improper inside the vehicle.

1. **STUDENTS WITHOUT AN OFFICIAL PERMIT WILL BE TOWED.** Students with an official parking permit but who parks illegally will be issued a warning. A second offense may result in loss of parking privileges.
2. Parking permits must be affixed to the rearview mirror of the vehicle and be visible from the outside of the vehicle.
3. **STUDENTS MUST PARK IN THE STUDENT LOTS ONLY.** Students are not to park on the Wredling campus between the hours of 6:00 a.m. and 4:00 p.m. Students are also not allowed to park in any staff lot. Handicapped, visitors, travel staff, loading zones, fire lanes, and Norris Rec Center are also off limits for all student parking.
4. Your vehicle must be pulled into the parking spot so that the rear end of your vehicle is toward the lane of traffic. Do not back into a space or pull all the way through two spaces.
5. Park inside the lines. Parking over lines will result in a warning and possible loss of permit.
6. **IMPROPER DRIVING** (excessive speed, recklessness, etc.) may result in loss of permit.
7. The permit was issued to you only. Your permit may be forfeited if another person uses it.
8. Campus parking privileges may be forfeited to any student(s) involved in copying/transferring/and/or selling of permits. In addition students are subject to disciplinary actions according to the District Disciplinary policy
9. Once you arrive on campus, park your car and go directly to class. If it is not time for class, go directly to the Main Commons.

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10. No one is allowed in vehicles or the parking lot after 7:30 a.m. without a pass from a dean. Bring all books and belongings into the building with you. You will not be allowed to return to your car until you either have permission from a dean or your school day is over.
11. Leaving campus without receiving prior authorization from a school official may result in loss of parking privileges.
12. Transporting other students off campus during their normal school day may result in loss of permit.
13. Seniors who are graduating early must turn in their parking permit before a refund will be issued.
14. Athletes and those in activities may not park in any staff lot or on the Wredling campus until after 4:00 p.m.
15. In return for the privilege of parking on school or other property, students consent in writing to searches of their vehicle and its contents without notice.
16. **Loss of campus parking privileges due to a violation will result in forfeiture of the parking fee.**

TEMPORARY PARKING PERMITS:

Temporary parking is for students who are in need of parking on an emergency basis only. This includes doctor/dental appointments, or court appearances. Verification of a permit to leave through the Attendance Office is needed. Students will be limited to three (3) temporary permits per semester. Temporary permits will be issued daily 7:00 a.m. - 7:25 a.m. from the Dean's office.

If you become handicapped you must get a note from your doctor and go to the police to be issued a handicapped certificate, which the school will honor.

CAMPUS ARRIVAL AND DISMISSAL

Students parking in the south lot must enter and exit off of south Dunham Road or Kirk Road. Students parking in the north lot, and Range lot must exit and enter campus via Tradition Drive. This is a safety effort to reduce cross traffic moving through our campus during morning and afternoon hours.

STUDENT DROP OFF PROCEDURES

Student drop off is located at Door 1. Please enter the campus from Dunham Road or Kirk Road.

STUDENT PHOTOGRAPHS & VIDEOS

During the school year, photographs or videos may be occasionally taken of students for various activities including, but not limited to, yearbook, school publications, newspapers, school projects, and the District 303 website. Parents/guardians may choose that their child's photograph not be published in any format through their Home Access Center account.

STUDENT RECORDS

Please refer to the following policies for more information:

[Policy 7:15 Student and Family Privacy Rights](#)

[Policy 7:340 Student Records](#)

State and federal law grant students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student

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receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but parent(s)/guardian(s) shall have the right to object to the release of information regarding their child. However, the District will comply with an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the students' parent(s)/guardian(s).

Community Unit School District 303 maintains two types of school records for each student: a permanent record and a temporary record.

Permanent Records include: Basic identifying information, academic transcripts, including: grades, class rank, graduation date and grade level achieved, attendance records, health records, scores on college entrance examinations (a parent may request, in writing, the removal from the academic transcript of any score received on college entrance exams), scores received on all state assessments administered at the high school level and record of release of permanent record information.

Temporary Records include: Family background information, intelligence and aptitude scores, psychological reports, home language survey, participation in extracurricular activities, elementary and secondary level state assessment results, honors and awards, serious disciplinary infractions (i.e. those involving drugs, weapons, or bodily harm to another that resulted in expulsion, suspension or the imposition of punishment), information provided under Section 8.6 of the Abused and Neglected Child Reporting Act, accident reports, special education files, plans developed under section 504 of the Rehabilitation Act of 1973 and verified reports of clear relevance to a student's education.

In accordance with the Illinois School Students Records Act and the Federal Family Educational Rights and Privacy Act, this notice is to inform you of the procedures in reference to the destruction of school records. All "permanent" student records are retained for 60 years after the student has transferred, graduated or withdrawn from the school. All "temporary" student records are retained for five (5) years after the student has transferred, graduated or withdrawn from school.

The Family Education Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives parents/guardians the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the record; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment. Parents are also entitled to inspect all instructional materials used in connection with any survey, analysis or evaluation which reveals the kind of information specified in 20 U.S.C. (123h) without prior written consent of parents (or consent of student if age 18 or emancipated).

STUDENT RIGHTS AND RESPONSIBILITIES

[Please refer to policy 7:130 Student Rights and Responsibilities for more information](#)

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting.

STUDENT SERVICES

[Please refer to policy 7:250 Student Support Services for more information](#)

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The Student Services Team (SST) includes Administrators, Counselors, Psychologists, Social Workers, Nurses, Student Assistant Counselors and other specialized individuals who work directly with students and parents. SST also works with the members of the teaching staff. The objective of this team is to ensure students have the appropriate support to succeed in school. Various members of SST meet on a weekly basis with each of the academic teams for the purpose of identifying and addressing student educational concerns. Individual and group counseling is arranged with students in the areas of educational planning, personal and social development. Group counseling is offered at various times during the school year. Topics may focus on, but are not limited to, study skills, social skills and family issues.

The District Student Services Department supports prevention activities and intervention strategies toward the goal of reducing or eliminating drug and alcohol consumption among District 303 students. Student services personnel work cooperatively with principals, staff, students and parents to increase awareness and to address needs arising from substance abuse. Should there be any student or parental inquiries or concerns, they can be made confidentially to the Student Assistance Counselor in each middle school and high school.

STUDENT TRANSFERS

Please refer to the following policies for more information:

[7:30 Student Assignment and Intra-District Transfer/Choice](#)

[7:50 School Admissions and Student Transfers To and From Non-District Schools](#)

[7:60 Residence](#)

If your child is transferring to another school, please contact the office to make arrangements for the transfer of records to the new school as soon as possible. Students should pick up the Student Withdrawal Transfer form from the office and have it signed by each teacher.

Parents may be required to complete a Pupil Transfer Record form authorizing District 303 to release student records to the student's new school. Students transferring from a public school in Illinois to a St. Charles Community Unit School District 303 school may be denied enrollment if they do not present a "Student Transfer Form" (ISBE33-78) upon registering.

STUDENT USE OF BUILDINGS

Please refer to the following policies for more information:

[7:330 Student Use of Buildings - Equal Access](#)

[8:20 Community Use of School Facilities](#)

Student groups, clubs, or organizations that are not school sponsored or directed may meet on school premises provided their meeting fulfills all of the Board of Education's policy requirements.

TEEN DATING VIOLENCE PROHIBITED

[See policy 7:185 Teen Dating Violence Prohibited for more information.](#)

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited.

TRANSCRIPTS

Official transcripts are issued by the registrar. Please allow 24-hours for transcript requests. A final eight semester transcript is issued at no cost upon graduation.

VISITORS

Please refer to the following policies for more information:

[4:170 Safety](#)

[8:30 Visitors to and Conduct on School Property](#)

All parents, guardians and other visitors to District 303 buildings are required to report to the main office upon entering the building to sign-in. Visitors must provide photo identification when signing-in and must wear a visitor identification tag at all times while in the building. School-age visitors are generally prohibited during the school day unless accompanied by a parent or guardian and approved by school staff. In the event that permission is not obtained or is denied, visitors will be directed to leave the premises. (Violators will be subject to legal action.)

WAIVER OF SCHOOL FEES

[Please refer to policy 4:140 Waiver of Student Fees for more information.](#)

The Superintendent will recommend to the School Board a schedule of fees, if any, to be charged to students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay for the loss of or damage to school books or other school-owned materials.

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

WORK PERMITS

Work permits are issued at the high schools for all students residing in School District 303 (regardless of age.) Please contact Main Office Receptionist or visit the high school's website for more information on work permits and to obtain a request form. A minimum of two days is needed to process a work permit. Students must provide a certified copy of their birth certificate in order to obtain a work permit.