STERLING HIGH SCHOOL HANDBOOK

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Sterling High School reminds you that this handbook is only a summary of board policies governing the district and that board policies are available to the public at the district office or accessed through the district website at www.sterlingpublicschools.org

MISSION STATEMENT

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

BELIEFS

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

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

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

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

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

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

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

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

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

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

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

STUDENT EXPECTATIONS

1. TREAT EACH OTHER WITH DIGNITY AND RESPECT

- Interact in a spirit of mutual cooperation.
- Respect and appreciate diversity.
- Develop a sense of community within and outside of the classroom.
- Treat each other in a courteous manner.

2. KNOW YOUR AUDIENCE AND ALWAYS USE APPROPRIATE LANGUAGE.

- Communicate and interact effectively.
- Do not use language that offends others.
- Do not use confrontational or abusive speech.

3. KEEP OUR SCHOOL CLEAN AND NEAT.

- Be responsible for ourselves.
- Pick up after yourselves and others.
- Respect school and personal property.
- Treat our school's appearance as a source of pride.

4. SOLVE YOUR PROBLEMS BY STOPPING, THINKING, AND DISCUSSING YOUR ACTIONS.

- Care for ourselves and others.
- Try to understand each other in order to find workable solutions.
- Resolve disagreements through conflict resolution.

5. DEMONSTRATE PERSONAL AND ACADEMIC RESPONSIBILITY AND INTEGRITY.

- Tell the truth.
- Demonstrate personal and academic honesty.
- Be trustworthy.
- Take responsibility for our behavior.
- Do not make excuses.

6. PREPARE YOURSELF FOR POST-SECONDARY SUCCESS

- Complete classroom and homework assignments.
- Communicate with your teacher when you are absent from class.
- Focus your attention and energy on academic responsibilities rather than social distractions of the school day.

FRESHMEN ACADEMY
2010-2011

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

Freshman Facts

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

MISSION STATEMENT

The Freshmen Academy will provide a caring environment that inspires students to become responsible learners and citizens.

DISCIPLINE

Tardies

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

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

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

Student IDs

School ID's must be worn.

Dress Code

Dress code will be enforced according to the Student Handbook.

This could become a team conference issue.

Late Work

Each teacher may have their individual late work policy.

Make-up Work

Policy may vary teacher to teacher.

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

Food/Drink

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

Electronic Devices (iPods, Cell Phones, etc…)

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

Backpacks

Backpacks will not be allowed in classrooms.

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

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

STATE SCHOOL REPORT CARDS

State School Report Card information can be found on the District website at www.sterlingpublicschools.org. Paper copies are also available in the Sterling High School office in both English and Spanish.

CRISIS PLAN

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

AUTOMOBILE AND PARKING PRIVILEGES

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

Students parking on school grounds must follow these regulations:

1. Display a Sterling High School Parking Sticker in the rear window on the driver's side.
2. Park only in designated areas.
3. Do not loiter in the parking lot or in cars at any time.
4. Motorized bikes and motorcycles are not to be parked in the main parking lot. They may be parked along the fence on Fourth Avenue, between Miller Road and LeFevre Road. All bicycles are to be parked in racks provided on Fourth Avenue. It is suggested that bicycle students use a lock to secure their bikes.

Sterling Schools – Student Transportation Policies

Bus Transportation Guidelines

The school district provides bus transportation according to the State of Illinois guidelines for those (1) residing at a distance of at least one and one-half miles or more from their assigned schools, or (2) residing within one and one-half miles from their assigned schools where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail road crossing. Most students will be bused on either K-5 bus routes or 6-12 routes. Some students in the less populated rural areas will be bused on K-12 routes. Specific information on pickup times and bus locations will be mailed to families prior to the beginning of school. This information will also be posted on the school website at www.sterlingpublicschools.org. During school registration, parents will be able to sign up their students for bus transportation dependent upon the student's home address. If a student does not sign up for bus transportation at registration, the student will not be assigned to a bus route. All middle school and high school students will need to show their school ID to board the bus. After the first week of school, those middle school and high school students not carrying the proper school ID will not be allowed to board the bus.

Special Transportation Arrangements

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

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

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

BUS TRANSPORTATION

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

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

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

Progressive Bus Discipline Policy

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

Acts of misconduct by students riding the school bus have been categorized into two different classes for determination of appropriate disciplinary action. The classes are as follows:

Class I Offenses

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

Using obscene language on the bus

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

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

Class I Offenses Progressive Discipline Table
1st Offence - Verbal Warning from the driver
2nd Offence- Written violation to principal, Letter sent to parents
3rd Offence- One hour detention
4th Offence- School consequence and/or three day suspension of bus privileges-**Safety video**
5th Offence- School consequence and/or ten day suspension of bus privileges
6th Offence- School consequence and/or suspension of bus privileges for the remainder of the school year

Class II Offenses Progressive Discipline Table
1st Offence – School consequences and/or three day suspension of bus privileges- **Safety video**
2nd Offence- School consequence and/or ten day suspension of bus privileges
3rd Offence- School consequence and/or suspension of bus privileges for the remainder of the school year

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

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

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

Electronic visual and auto recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. The content of electronic recordings are student records and are subject to District policy and procedure concerning school student records. Only those people with a legitimate educational or administrative purpose may view and/or listen to the electronic video and/or audio recordings.

HEALTH SERVICES

The school nurse is on duty from generally 7:30 a.m. to 3:30 p.m. with one hour for lunch to be chosen by the nurse. Her office is located in room 219. All students who are ill or injured on the

school premises should report, or be reported to the nurse immediately. In case of an emergency or illness and the nurse is not in her office, report to the Attendance Office, room 113. In case of an accident, the nurse/designee may give first aid. All students requesting permission to leave school because of illness should do so in through the nurse's office. An adult family member or emergency contact person must be contacted before signing out in the Attendance Office. Arrangements for MDX (medical excuse from PE) should be made with the nurse during PE class time or before school if time permits.

ADMINISTERING MEDICINES TO STUDENTS

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

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

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

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

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

INSURANCE

An optional insurance program for student accident coverage is offered to all students. Students who participate in interscholastic athletics and vocational work programs must have school accident insurance unless the parents/guardians state in writing that the student is covered under a family health insurance plan.

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

WORK PERMITS

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

LOCKERS

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

1. The ownership of the locker is maintained by the school district and the student is granted a limited use of the locker solely in accordance with these regulations. It is the responsibility of the students to report lockers that are not working properly to the main office.
2. The only items that may be placed in the lockers are articles of clothing, school books or supplies relating to school use, lunches, and personal items that the student is legally entitled to have in his possession.
3. Lockers may be searched by the school administration at any time.
4. Student locks must be authorized by the school. Unauthorized locks will be removed at the student's expense. Any padlock not returned, lost, or damaged will result in a $4.50 replacement fee.

5. Students must use only their assigned lockers. Students **shall not** share their locker or their locker combination with other students.
6. Students should not write on the inside or the outside of their locker. Any such incidents will be considered vandalism.
7. **<u>The school is not responsible for lost or stolen property.</u>**

LOCKER LOCATIONS (identified by classroom number)

1 - 53	105 Hall		594 - 646	105 Hall
54 - 97	120 Hall		663 - 735	Main Office Hall
114 - 187	137 Hall	752 - 933	237 Hall	
		939 - 1005	Main Office Hall	
291 - 324	149 Hall	1056 - 1140	290 Hall	
325 - 421	166 Hall	1141 - 1219	270 Hall	
422 - 440	149 Hall	1220 - 1274	2nd Floor Elevator	
441 - 505	137 Hall	1275 - 1403	270 Hall	
518 - 533	128 Hall	1412 - 1438	282 Hall	
534 - 593	120 Hall	1439 - 1548	290 Hall	

LOST AND FOUND

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

LUNCH HOUR AND CAFETERIA

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

Since many classes are in session during the lunch hour, students are to stay out of the corridors and remain in the designated areas until five minutes before their class is scheduled to resume. Failure to follow rules and guidelines and/or misbehavior in the cafeteria may result in assigned seats, detentions, and/or suspension.

PUBLIC RELATIONS, RADIO, TELEVISION, NEWSPAPERS, WEB SITES

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

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

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

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

PUBLICATIONS AND WEB SITES

School-Sponsored Publications and Web Sites

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

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

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

Non-School-Sponsored Publications and Web Sites

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

Nevertheless, the Board of Education has a duty to ensure that the manner in which these views are expressed and the views themselves do not conflict with the basic educational mission of the School District. The students' rights to express their own views in school, thus, are not coextensive with the rights of adults and must be exercised in light of the maturity level of students involved and the special characteristics of the school environment. Therefore, the school district will not permit student expression and prohibits students from accessing and/or distributing at school any written or electronic material that: (a) causes substantial disruption of the proper and orderly operation and discipline of the school or school activities; (b) violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright; (c) is socially

inappropriate or inappropriate due to the maturity level of the students, including but not limited to material that is obscene, pornographic, or perversely lewd and vulgar, or contains indecent and vulgar language; (d) is primarily intended for the immediate solicitation of funds; or (e) is distributed in kindergarten through eighth grade, and is primarily prepared by non-students, unless it is being used for school purposes.

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

Student Created or Distributed Written or Electronic Material, Including Blogs

A student engages is gross disobedience and misconduct and may be disciplined for creating and/or distributing written or electronic material, including Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

STUDENT RECORDS

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

The permanent record includes:

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

The temporary record may include:

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

School student records are confidential and information from them shall not be released other than as provided by law. The Family Educational Rights and Privacy Act (FERPA), the Children's Privacy Protection and Parental Act, P.A. 93-0462, and the Illinois School Student

Records Act afford parents/guardians and student over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

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

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

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

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

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

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

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an) attorney, auditor, medical consultant, or therapist); or a parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official performing his or her tasks.

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

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

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

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

4. The right to a copy of any school student record proposed to be destroyed or deleted.

Permanent records are to be kept for 60 years and temporary records for 5 years after graduation or transfer. Before a student's record is actually destroyed, the parent or eligible student must be notified and be given reasonable time to inspect the record. For mass record destruction, notification by publication is sufficient to meet the notification requirement.

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

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

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

6. The right contained in this statement: No person may condition the granting or with holding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

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

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

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

NON-CUSTODIAL PARENTS' RIGHT TO INFORMATION

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

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

The non-custodial parent should notify the school that they want this information mailed to them and provide us with their current address.

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

INFORMATION REGARDING SEX OFFENDERS IS AVAILABLE TO THE PUBLIC PURSUANT TO THE SEX OFFENDER COMMUNITY NOTIFICATION LAW (730 ILCS 152/120)

USE OF THE TELEPHONE

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

PLEDGE OF ALLEGIANCE

Section 27-3 of the Illinois School Code states that the Pledge of Allegiance shall be recited each school day by pupils in elementary and secondary educational institutions supported or maintained in whole or in part by public funds. The Pledge of Allegiance is said over the intercom in the main office at 8:00 a.m. every school day with students and staff participating in their respective classrooms.

AFTER SCHOOL

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

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

CLOSED CAMPUS

Sterling High School has a closed campus policy for all students. Juniors and Seniors have the opportunity of scheduling an open hour provided they have earned the privilege by meeting the following criteria: 95% attendance or higher; all A's, B's, and C's; no disciplinary referrals; no referrals for tardies or truancy; and no referrals for ID's. To schedule and receive an open hour, the student must have a permission slip on file in the Sterling High School counselor's office. If at any time during the semester the student fails to continue to meet the aforementioned criteria, he or she will have his or her open hour revoked and will be placed into a study hall. Any student who enrolls in an Early Bird (EB) class may select an unscheduled 7th period that semester. Students who ride the bus may not have an open hour at the end of the day. Decisions on granting unscheduled hours will be made by Administration on an individual basis. No student is guaranteed an open hour. Students may not request a schedule change for the purpose of an open hour. Students with open hours must be in the library working or off campus.

REQUIREMENTS FOR GRADUATION

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

22 Total Units of Credit are required for graduation

Class of Class of **2011** Credits Requirements		Class of **2012 & beyond** Credits Requirements	
3	English	4	English
3	Math *	3	Math*
2	Science	2	Science
½	Elective Social Studies	½	Elective Social Studies
1	United States History	1	United States History
½	Government **	½	Government **
½	Consumer Education/Resource Mgt.	½	Consumer Ed/Resource Mgt.
½	Health	½	Health
½	Driver Ed or another ½ Credit of PE	½	Driver Ed or another ½ Credit of PE
3	Physical Education ***	3	Physical Education ***
1	Business, Technology & The Arts or WACC or Foreign Language	1	Business, Technology & The Arts or WACC or Foreign Language
6 ½	Electives	5 ½	Electives

- * 1 must be Algebra and 1 must include Geometry.
- ** A passing grade in Government requires passing the Constitution test.
- *** Unless doctor's statement of disability or approved exemption form is filed.

Note: College preparation requires 4 years of English, 3-4 years of Math, (through Algebra 2), 3-4 years of Science, 3 years of Social Studies, 2 years of a Foreign Language.

Failed Course Options

Students who do not pass his or her class will not be allowed to enroll in a teacher-taught class for the same course. A student who earns a failing grade in a class will be expected to make up that class in either credit recovery or night school.

Intervention Credit

Students who complete a reading or math intervention class will receive a half credit (.5) if the intervention runs for a semester (4 marking periods) or a quarter credit (.25) if the intervention runs for a partial semester (student exits after marking period 1 or during marking period 2 or 3).

Foreign Exchange Student Credit

Sterling High School students will earn credit toward high school graduation when serving as a foreign exchange students when they meet the following criteria:

- The student can show proper documentation of transcript with translation
- The credits earned in the foreign country do not exceed the maximum number of credits the student may earn at Sterling High School during that year.
- Discretion of the counselor and/or administration will be used for grading and GPA determination

Sterling Alternative Diploma

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

English	3 credits-class of 2011 4 credits-class of 2012 and future classes
Mathematics	3 credits
Science	2 credits-class of 2011 and future classes
Social Studies	2 credits (1 credit US History and ½ credit Government)
Foreign Language, Fine Arts or Vocational	1credit
Consumer Education	½ credit
Health Education	½ credit
Required Credits =	12 and Elective Credits = 5.5 class of 2011 13 and Elective Credits = 4.5 class of 2012 future classes

Total Credits Required 17.5

Sterling High School
Alternative School Classroom Rules and Contract

*** Note: All rules and policies in the Sterling High School student handbook apply to Alternative School. In addition, the following rules and policies apply:**

1. I understand that I will miss **no more than 10** days per **semester**. If I do miss more than 10 days that may be grounds for dismissal from the alternative program.

2. I understand I must arrive at school no later than **15 minutes** tardy or I will not be allowed into the class. I also understand that for every **5 tardies** I accumulate I will be dismissed from school for **one** day and that day **will count** towards my absences.

3. I understand that I will be **taking 2 courses a quarter** in the Alternative program. That will **be 4 courses for the semester.** The only exceptions to this rule are with administrative and teacher approval under unique circumstances.

4. Upon arriving at Alternative School, I agree to go directly to the classroom and not linger outside the building. Any student who is enrolled in Alternative School courses is **not allowed in any other area** in the high school building without administrative approval. Being found in the high school, outside the Pathways Academy, is a ten day suspension, it may be grounds for dismissal and/or I may be charged with criminal trespassing

5. I understand that at **no time** will I be allowed to listen to music through the computer. I also understand that if I am spoken to about the volume of my music, I will lose this privilege.

6. I understand that the **only time** I will be allowed on the internet will be with special permission from the instructor. If I am found on the internet, I will be dismissed from class for the day.

7. Before coming to school I will not drink any alcoholic beverage or use any substance that might impair my thinking or behavior. If a staff member **SUSPECTS** I have, I will be reported to the School authorities.

8. I will sit and study at **ANY AREA ASSIGNED** by the Alternative teacher. I will comply without resistance.

9. I will respect the rights and property of other students and will in no way damage any property of the school.

10. I will not use profanity or inappropriate language. This may be grounds for dismissal for the day.

11. I understand that all work **MUST** be completed during class time in the Alternative classroom. Absolutely **NO** materials may be taken **outside the Alternative classroom. There will be no book bags allowed.**

12. I understand that if I am caught cheating this may be grounds for dismissal from the Alternative program.

13. I recognize that poor attendance, behavior, or lack of effort (no work being done on a daily basis) can be grounds for removal from the Alternative program. If I am asked to leave class **5** times, that will be grounds for removal. I also understand I will be **asked to leave** if I am **sleeping or not working.**

14. I understand there will be **no carry over** days for the next quarter and/or semester. My work will be done within the assigned time.

15. I understand that cell phones will not be allowed in the classroom at any time. I also understand that **if I choose not to abide by this rule**, it will be taken away and **my parent or guardian** will be responsible to retrieve it from the main office.

16. I understand that Alternative School is designed for students who wish to pursue their education and who are willing to work for it. I also understand that my effort and attitude will be a measure for my ability to continue in the Alternative program.

17. I understand that attending Alternative school is a privilege. Failure to adhere to the above rules and regulations can lead to dismissal from the program.

EARLY GRADUATION PROCEDURES

In order to graduate upon completion of seven semesters of school attendance and/or when graduation requirements have been met, students must first complete an “Application to Graduate Early” form with their school counselor.

The school counselor will notify the building principal of the student’s request and eligibility to graduate early.

Students completing graduation requirements mid-year will be eligible to participate in the graduation ceremony in May. Students completing the graduation requirements during summer school are not eligible to participate in a ceremony unless they are covered by Illinois HB7344.

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

GRADUATION CEREMONY

All students participating in the ceremony will be required to wear unaltered caps and gowns.

PHYSICAL EDUCATION EXEMPTION PROCEDURES

Athletic Exemption Procedures

1. Athletic exemptions are available for 11th and 12th grade students who have a schedule of five, six, or seven credit earning classes.

2. Students requesting an athletic exemption must complete the "Physical Education Exemption Request Form".

3. A student with five, six, or seven non-physical education classes shall be enrolled in a physical education class immediately if:
   A. The student drops below five credit earning classes.

   B. The student quits the sport, does not make the team, or does not go out for the team, although the student will be given an option of staying in seven non-physical education classes and making up a semester of physical education if time permits.

Note: **A student must maintain enrollment in at least five credit earning classes to receive PE credit for the atheletic exemption.**

EXEMPTION FROM PHYSICAL ACTIVITY

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

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

PHYSICAL EDUCATION UNIFORM REQUIREMENTS

All classes will meet in the gym and will sit in teacher assigned areas. Each day, classes will participate in teacher directed calisthenics and cardiovascular conditioning for overall fitness development prior to breaking out to individual class activities. Students will participate in weight lifting, cardiovascular days, activity days and classroom days. Each student is required to provide for themselves a pocket folder for use during the semesters they have Physical Education. Students who fail to participate in these activities are subject to loss of points effecting their daily grade and overall grade.

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

Dress Policy

All students are required to wear Sterling PE uniform shirt and shorts. The student's name needs to be written on the appropriate spot on the uniform and no other writing should be on the uniform. Sleeves are not to be torn off or altered.

Tennis shoes with rubber soles must be worn in gym class. (No sandals, flip flops, moccasins, slippers, rubber soled boots, silhouette style shoes) Only a tennis shoe with proper foot support will be counted as acceptable footwear for PE class.

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

Renting Uniforms: Students who forget to bring their uniform are allowed to rent a school uniform. The cost of renting is 50 cents per time. They must check the uniform out and return it at the end of the hour. Failure to return the uniform results in loss of renting privileges and the student will be charged for the lost uniform.

Failure to Dress: Failure to dress affects the points earned for the day. Multiple days of failure to dress puts the student at risk of failure for the class because it affects their ability to participate and earn their daily points. Loss of points due to a no dress must be made up within two days of the non-dress.
On the 4th no dress, the student is given a warning and a referral is sent home to the parents/guardians. For the 5th through 9th no dress, the student is given an hour detention for each infraction. After the 9th no dress, a D-Day is given for each infraction. Referrals are sent home to parents/guardians to inform them on the student's status.

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

Fitness Testing: In order to receive credit for fitness testing which is calculated into your semester grade you must attempt/complete all tests. The only exception to this is if you have a DOCTOR'S medical excuse. Fitness grades will be based upon individual improvement of scores throughout the semester and national fitness standards.

Medicals: Students who are unable to participate in PE due to a physician documented medical condition will be assigned a medical packet/worksheets by the instructor in order to earn their credit. The medical excuse must be the result of the doctor's order and paperwork must be completed with the school nurse. Students' may be assigned to study hall if the medical is for an extended length of time. Medicals must be updated on a yearly basis if it is an ongoing condition.

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

Physical Education Attendance Policy

The administration and physical education staff at Sterling High School agree that punctual and regular attendance is essential to a student's success in school. Regular attendance is also a mark of a mature sense of responsibility. Unfortunately, circumstances may sometimes arise that make it impossible for a student to attend school. Listed below are the valid causes for absenteeism.

VALID CAUSES OF ABSENTEEISM

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

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

Excused Absences Policy

Students enrolled in physical education class during any given semester shall be granted **four (4)** excused absences. During these absences students are not required to make-up any class time they may miss. Students can, however, schedule a time to make up these classes before school, during a study hall, or after school to improve their grade.

The students' fifth (5th) excused absence and every additional excused absence from physical education in a semester will result in no participation points being awarded. Students are given the opportunity to make up points due to absences by participating in the cardio room before/after school or during a study hall. Arrangements can be made with their instructor.

Unexcused Absence and Suspension Policy

Because Physical Education is participation based class, ALL absences from class will result in no points being awarded. Students are given the opportunity to make up points due to absences by participating in the cardio room before/after school or during a study hall. Arrangements can be made with their instructor.

Athletic and Activity Absence Policy

Students who miss physical education because of school related athletics or activities are required to make up the class time they miss. Arrangements can be made with their instructor. Students are given the opportunity to make up points due to absences by participating in the cardio room before/after school or during a study hall.

DRIVER EDUCATION

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

GRADING SYSTEM

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

Students will earn weighted grades for Advanced Placement courses.

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

GRADE	POINT VALUE	WEIGHTED POINT VALUE
A Superior	4.0	5.0
B Above Average	3.0	4.0
C Average	2.0	3.0
D Below Average	1.0	1.0
F Failing	0.0	0.0
W Withdrawal	0.0	0.0

P Pass
I Incomplete

An "Incomplete", except in unusual circumstances, must be made up three weeks after the report cards have been issued.

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

DROPPING CLASSES

Forms for the purpose of dropping a class or classes are available from the student's counselor. Students are encouraged to discuss withdrawal from a class thoroughly with the involved teacher, their parents/guardians, and their counselors. All other possible alternatives should be explored before the withdrawal option is implemented.

Single Semester Classes

If a student drops a class prior to the end of marking period 2, no grade will be issued. If the class is dropped after marking period 2, a grade of "WP" will be recorded for the class if the student is passing at the time of withdrawal, and a grade of "WF" will be recorded for the class if the student is failing at the time of withdrawal. The grade of "WP" and/or "WF" will not count in computing the student's grade point average. A student may not drop any semester long class after the end of marking period 3.

Year-Long (Two Semester) Classes

If a student drops a class prior to the end of marking period 2 of first semester, no grade will be issued. If the class is dropped after marking period 2 of first semester, a grade of "WP" will be recorded for the class if the student is passing at the time of withdrawal, and a grade of "WF" will be recorded for the class if the student is failing at the time of withdrawal. The grade of "WP" and/or "WF" will not count in computing the student's grade point average. A student may not drop a year-long class after marking period 3 of the first semester. Any exception to this policy must be approved by the Principal and/or Associate Principal.

Students can and will be dropped from a class by administration if there are repeated incidents of misbehavior.

DUAL ENROLLED WITHDRAWAL PROCESS

All withdrawals from Dual Enrolled classes must be initiated with the student's Sterling High School counselor. The SHS school counselor will then direct the student to the college for their withdrawal procedures. Sauk Valley Community College's withdrawal procedures can be found at: http://www.svcc.edu/UserMenu/potential/right-to-know/withdrawal.html

GRADE POINT AVERAGE AND CLASS RANK

Sterling High School students will be ranked in their respective graduating class according to grade point average. Class rank and grade point average are cumulative from the freshman through the senior year.

All semester grades earned by students are represented on the student's transcript. This includes all grades for classes that are repeated. The highest grade for the repeated class(es) will be awarded credit and calculated into the grade point average.

All students completing graduation requirements at the end of three years shall be reclassified as seniors after taking the Prairie State Achievement Examination. These students will then be ranked with the graduating senior class.

HONOR ROLL

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

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

GOOD STUDENT INSURANCE DISCOUNTS

Some insurance companies allow discounts of 15-25% on auto insurance for students who have maintained a “B” average for either the cumulative or semester GPA. Students should contact their insurance agent for the proper forms and submit them to the Counseling Office for completion.

MARKING PERIOD REPORTS

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

REPORT CARDS

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

ACADEMIC PROGRESS REPORTS

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

CONTACTING TEACHERS

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

PASS/FAIL OPTION

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

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

passing grade, and this grade is calculated into the student's GPA.

CONDITIONAL FAILURE

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

HIGH SCHOOL HOMEWORK

Homework is a necessary part of the District's instructional program. Homework is assigned to further a student's educational development and is an application or adaptation of the classroom experience. Homework is used to reinforce and apply previously covered concepts, principles, and skills; is not assigned for disciplinary purposes; serves as a communication link between the school and parents/guardians; encourages independent thought, self-direction, and self-discipline; and is of appropriate frequency and length, and does not become excessive, according to the teacher's best professional judgment.

LIBRARY MEDIA CENTER

The Library staff is dedicated to providing curriculum related information services and instructional equipment for students and staff. The Library facility is open Monday through Friday 7:30 a. m. - 4 p. m. The library is fully automated with several online workstations within the Library and a large computer lab within the facility. Library users have access to the Internet and students will not be allowed to access any chat rooms. They may search licensed databases and the Online Library Catalog. The Library print collection includes fourteen thousand volumes and more than forty periodical subscriptions. Also, Library staff provides full Inter-library loan services to library users.

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

SCHOOL COUNSELORS AND STUDENT SERVICES

Sterling High School is committed to providing a counseling program to all students. We believe in working to make continuous strides to meet the academic, social-emotional, and post-secondary needs of all of our students. School counselors work in collaboration with parents, teachers, administrators, and the community to enable students to leave high school with a developed plan to be a productive member of society and have the academic and social-emotional skills necessary to follow that plan.

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

COUNSELING OFFICE RECOMMENDATIONS

Please refer to the Counseling website: www.sterlingpublicschools.org/shs/counseling/ for additional information regarding: scholarship information, financial aid information, college planning, college entrance tests, graduation requirements, course descriptions, grading, and four year planning.

The names, e-mail addresses, and phone numbers of the counselors and secretary/registrar are also shown on the site. Parents, please contact your student's counselor if you have any questions or concerns regarding the above items.

The following pages include items for your reference in tracking your high school progress and planning for your future.

MY FOUR YEAR PLAN

Track your progress by checking when you have completed the following graduation requirements.

(*indicates elective course taken in this area)

Sem1 Sem 2

___ ___ **English** _____
___ ___ **English** _____
___ ___ **English** _____
___ ___ **English** _____
___ **Health (one semester only)**

Sem 1 Sem 2

___ ___ **Physical Education**
___ ___ **Physical Education**
___ ___ **Physical Education**
___ ___ *Physical Education
___ **Driver Education (one semester only)**

Sem1 Sem2

___ ___ **Math (Algebra)**
___ ___ **Math_(Geom)**____
___ ___ **Math_(Alg2)**_____
____ **Consumer Economics**
___ ___ *Math_____
____ ___(If CWT)
____Proficiency Test

Sem1 Sem2

___ **SS Elective**
___ ___ (**Required)Elective**_____
___ ___ **US History**
___ **Government**
___ *_____
___ ___ _____

Additional Electives

Sem 1 Sem 2

___ ___ _____

Sem1 Sem2

___ ___ _____
___ ___ **Science**_____ ___ ___ _____
___ ___ **Science**_____ ___ ___ _____
___ ___ *_____ ___ ___ _____
___ ___ *_____ ___ ___ _____
___ ___ _____

Track your semester progress here:
Indicated credits earned toward your high school diploma.

- Each semester class passed equals ½ credit.
- A minimum of 22 credits is required for a Sterling High School diploma.

	1st year	2nd year	3rd year	4th year
Summer School				
Sem 1				
Sem 2				
Total				

August: Back to school orientation
September: 4 year planning for freshmen
ACT
College applications (seniors)
College bound seniors informational meetings
College bound seniors begin scholarship searches
October: PLAN test for freshmen
ACT test for sophomores
Consumer Education Proficiency test
PSAT/NMSQT test for college bound juniors
ACT
College applications (seniors)
November: Sauk Valley Area College Night
December: WACC information meeting/orientation/visits
ACT
January: Consumer Education Proficiency test
Financial Aid (FAFSA) meeting
February: Course selection for next year's courses (underclassmen)
ACT
April: PLAN test for freshman
ACT test for sophmores
PSAE (required for all juniors)
ACT (juniors)
Deadline for most local scholarship applications
May: AP Exams
Honors Program
Graduation
June: ACT
Summer school

SCHOLARSHIPS

Scholarship information is disseminated by the Counseling Office. Due to the numerous scholarship listings, students are strongly urged to contact their counselor for information. An up to date list of scholarships made available to Sterling High School students is listed on-line at **www.sterlingpublicschools.org/shs/counseling**

STUDENT WELFARE SERVICES

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

1. Health services supervised by qualified school nurse(s).
2. Educational and psychological testing services and the services of a psychologist as needed.

In all cases, written permission to administer a psychological examination must be obtained from the parent(s)/guardian(s). The results will be given to the parent(s)/guardian(s), with interpretation, as well as to the appropriate professional staff.

3. The services of a social worker. A student's parent(s)/guardian(s) must consent to regular or continuing services from a social worker.
4. Guidance and counseling services.

STUDENTS WITH SPECIAL NEEDS

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

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

1. The student must be registered in Sterling Unit #5.
2. The student must have a documented disability as determined by a multidisciplinary team.
3. The student must be a resident of Sterling Unit #5.
4. The student must have an educational need.
5. Appropriate procedural safeguards must be followed in order to guarantee the student's Free and Appropriate Public Education.

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

Eligibility for services is determined and agreed upon at a child review at which parents, school personnel, BI-County personnel and others are invited to attend to review the results of the case study evaluation. An Individual Education Program (IEP) is then developed to address the specific learning needs of the student.

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

MISCONDUCT BY STUDENTS WITH DISABILITIES

Board Policy 7.230 Students.

Discipline of Special Education Students

The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability. (For additional reference, access Board Policy 7.230.

MEDICAID REIMBURSEMENT

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

STUDY HALL

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

CREDIT REMEDIATION

Sterling High School will continue to offer its self-paced Credit Recovery Program for students who have failed certain courses during the regular school day. The courses, which are instructed by SHS staff, are held **on Monday through Thursday** from 5:00 p.m. - 7:30 p.m. They are offered to freshmen through seniors, and cost $130.00 per 1/2 credit. Registration for Credit Recovery is done in the Main SHS Office during regular office hours. There are a limited number of seats so the class will be filled on a first come, first serve basis. The following is a list of courses that are offered through the Credit Recovery Program:

English I, II, and III
U. S. History
Government
Algebra 1 & 2
Earth/Space Science
Consumer Economics
Health
Sociology
World History
Geometry
Environmental Science
Physical Science/Chemistry
Physical Science/Physics

Sterling High School promotes positive decision-making and behaviors through the use of a privilege system. The purpose of this system is to positively reinforce those students who follow the school expectation, achieve academic success, and exemplify good citizenship in the school community.

<u>Sterling High School—Privileges By Class</u>

<u>Freshman Academy</u>

- Quarterly Whole Class Incentive
- Freshman Academy Student of the Month
- Sterling Pride Lunch Criteria (Conclusion of each Marking Period)
    - 95% or Higher Attendance
    - All A's, B's, or C's
    - No Disciplinary Referrals
    - No Referrals for Tardies
    - No Referrals for ID's
- PRIDE CARDS

<u>Sophomores</u>

- Sterling Pride Lunch
- PRIDE CARDS

<u>Juniors</u>

- Sterling Pride Lunch
- PRIDE CARDS
- Open Hour (1st or 7th) Hour Criteria (all Based on Previous Semester)

- 95% or Higher Attendance
- All A's, B's, or C's
- No Disciplinary Referrals
- No Referrals for Tardies
- No Referrals for ID's

Seniors

- Sterling Pride Lunch
- PRIDE CARDS
- Six Period Day Schedule
  - On track with state and local graduation requirements
  - Earned 17 or more credits at end of Junior year
- Open Hour (1st and/or 7th)Hour Criteria (all Based on Previous Semester)
  - 95% or Higher Attendance
  - All A's, B's, or C's
  - No Disciplinary Referrals
  - No Referrals for Tardies
  - No Referrals for ID's
- Exam Exemptions
  - 95% or Higher Attendance
  - All A's, B's, or C's
  - No Referrals for Tardies
  - No Referrals for ID's

STUDENT RIGHTS AND RESPONSIBILITES:

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

The following consequences will be utilized for students in violation of Sterling High School's Discipline Policy: Before and after school detention, behavior contracts, 1-hour and 3-hour detentions, out-of-school suspension, parent conferences, removal of privileges, social and/or disciplinary probation, student conferences, financial restitution, police referral, and expulsion.

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

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

SPECIAL NOTE

THIS HANDBOOK IDENTIFIES ANTICIPATED STANDARDS OF ACCEPTABLE BEHAVIOR AND OUTLINES THE GENERAL CONSEQUENCES THAT WILL OCCUR WHEN SAID STANDARDS ARE NOT MET. THESE ARE GUIDELINES TO BE INTERPRETED BY SPECIFICALLY TRAINED, PROFESSIONAL STAFF MEMBERS AT STERLING HIGH SCHOOL. EACH INCIDENT WILL BE CONSIDERED ACCORDING TO THE INDIVIDUAL MERITS OF THE CASE.

AS IN ANY SET OF REGULATIONS CONCERNING PROCEDURAL OPERATIONS, IT IS NOT POSSIBLE TO SPECIFY EVERY CONCEIVABLE SITUATION.

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

EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, nationality, sex, sexual orientation, ancestry, age, religion, physical or mental disability, gender identity, status of being homeless, order of protection status, or actual or potential marital or parental status, including pregnancy. Any student may file a discrimination grievance by using the Uniform Grievance Procedure, Policy 2.260.

RACIAL HARASSMENT

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

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

SEX EQUITY

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

SEXUAL HARASSMENT

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

ATTENDANCE POLICY

The administration and teaching staff at Sterling High School agrees that punctual and regular attendance is essential to a student's success in school. Regular attendance is also a mark of a mature sense of responsibility. Unfortunately, circumstances may sometimes arise that make it impossible for a student to attend school. When such an absence does occur, it is necessary for the student to seek out and complete assignments.

However, it is important for students to realize that completing make-up work does not replace the actual experience of being in class. It is not possible to make up the learning experiences that occur through listening to instruction, participating in classroom discussions and activities, and hearing and processing the ideas and questions of others. Therefore, regular daily attendance must be a priority

of each and every student at Sterling High School.

To help students meet the goal of regular attendance, A LIMIT OF EIGHT ABSENCES from one class in one semester will be imposed. Any absences beyond eight, except for no count absences, may directly affect the student's grade, with teachers having the discretion to accept make-up work. Unexcused or unexplained absences at any time will affect the student's grade, as described in UNEXCUSED ABSENCES (TRUANCY).

VALID CAUSES OF ABSENTEEISM

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

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

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

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

CATEGORIES OF ABSENCES

EXCUSED ABSENCES

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

Policy on EXCUSED ABSENCES:

7+ excused absences in year = warning letter

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

Truants Alternative Program (TAP)

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

1. 3 days of Truancy
2. 10 tardies to 1st hour

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

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

1. Any absence that is reported to the Attendance Office within 24 hours AND for which the student presents written medical or court documentation within 48 hours after his/her return to school.
2. Field trips, college visits, extra-curricular activities, and religious holidays, when the approval

procedure is followed prior to the absence**.**
3. Visits to Administrative and/or Deans' offices or appointments with guidance counselors or social workers.

Students always have the privilege of makeup work missed from a no count absence, provided the work is completed within the makeup work policy, one day for every day missed.

UNEXCUSED ABSENCES (TRUANCY)

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

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

TRUANCY (SCHOOL) (Student is unexcused/skips at least three classes in a school day)

- The student is called to the attendance office and the absence is discussed with our Dean of Students.
- The first and second truancy offense will result in a one-hour detention.
- The third and fourth truancy offense will result in a D-day, 3-hour detention. ***The third truancy (school) will also result in a referral being made to the TAP (Truant's Alternative Program).***
- ***The fifth through ninth truancy offense will result in an Out-of-School Suspension. Our Dean of Students will also make a referral to our School Resource Officer.***
- The tenth offense will result in a ten-day Out-of-School Suspension, pending a meeting with the student, parents, counselor, and Administrator.
- A parent/guardian contact will be made each time a student is truant. This contact will be made either by mail or telephone.

TRUANCY (CLASS)

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

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

1. ***$75 citation issued to the student***
2. ***$150 citation issued to the student***
3. ***$150 citation ISSUED TO THE PARENT/GUARDIAN.***

RESPONSIBILITIES FOR EXCUSED ABSENCES

It shall be the STUDENT'S RESPONSIBILITY to:

1. Present the appropriate verification to the Attendance Office.
2. Make arrangements for make-up work for excused absences

with individual teachers. The time allowed for make-up work is equal to the number of days of excused absences.

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

1. Ensure that the circumstances for an absence be of valid cause and sufficient reason to warrant the student missing valuable instruction time.
2. Inform the Attendance Office of any valid absence within 24 hours of the absence.

It shall be STERLING HIGH SCHOOL'S RESPONSIBILITY to:

1. Monitor the student's attendance.
2. Inform parents/guardians of any attendance problem.
3. Upon request, provide students with homework assignments on the day the student returns to class from an excused absence.

REPORTING AN ABSENCE

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

EXTENDED ABSENCES: (FAMILY VACATIONS)

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

HALL PASSES

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

1. **Teachers will not give students passes out of class unless it is an absolute emergency.**
2. Students in the hall must present their pass and student ID to District Staff upon request.
3. Students in the hall without a pass or student ID will be referred to the Administration.

PROCEDURE FOR LEAVING SCHOOL GROUNDS

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

***Any student leaving school grounds during the school day without following these procedures will be considered truant and placed on truancy steps.**

WITHDRAWAL FROM SCHOOL

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

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

BOARD OF EDUCATION POLICIES

Sterling Public Schools 7.190

Student Discipline Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, soliciting to obtain, obtaining, attempting to sell, selling, or being under the influence of:

   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 Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.

   d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription of prescribing physician's or licensed practitioner's instructions.

   e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medication.

   f. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one (a) that a student believes to be, or represents to be, an illegal drug or controlled substance, or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.

   g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

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

4. Using, possessing, controlling, or transferring a “weapon” as that term is defined in the *Weapons* section of this policy, or violating the *Weapons* section of this policy.
5. Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device that is otherwise not banned by this policy, in any manner that disrupts the educational environment or violates the right of others, including using the device to take photographs in locker rooms or bathrooms, cheat, signal others, or otherwise violate student conduct rules. Unless otherwise banned under this policy, all electronic devices must be kept powered off and out of sight during the regular school day unless: (a) the supervising teacher grants permission, (b) use of the device is provided in a student's IEP, or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
6. Using or possessing a laser pointer unless under a staff member’s supervision and in the context of instruction.
7. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct. Examples of disobeying staff directives include refusing a District staff member’s request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during academic examination, and wrongfully obtaining test copies or scores.
9. Engaging in hazing of or any kind of aggressive behavior that does physical or psychological harm to another and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct.
10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
11. Being absent without a recognized excuse. State law and Board policy regarding truancy control will be utilized for chronic and habitual truants.
12. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledged to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
13. Being involved in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.
15. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or educational function, including but not limited to conduct that may reasonably be considered to (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

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

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

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

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

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

Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school-sponsored events for up to 10 days provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds or at home events.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notification of juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, or weapons.
8. Notification of parent(s)/guardian(s).
9. Temporary removal from classroom.
10. In-school suspension for a period not to exceed 5 consecutive school days. The Building Principal or designee shall ensure that the student is properly supervised.
11. Detention or Saturday school, provided that the student's parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary

measure must be used. The student must be supervised by the detaining teacher or the Building Principal or a designee.

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

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

Weapons

A student who is determined to have bought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year, but not more that 2 calendar years. (1) a firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code, (2) A knife, brass knuckle, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alikes” of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the superintendent’s determination may be modified by the Board on a case-by-case basis.

The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

Required Notices

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

Delegation of Authority

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, or corporal punishment which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated employees, and other persons (whether or not certificated) providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel or persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

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

Board of Education may suspend a student from riding the bus in excess of 10 days for safety reasons and may expel students.

DRUGS/ALCOHOL

Students who are in violation of the laws governing the sale, possession, or use of drugs, alcohol or "look-alike" drugs/alcohol or who are under the influence of or exhibit the odor of drugs and/or alcoholic beverages will be subject to disciplinary action by Sterling High School. This policy applies to all students enrolled in Sterling High School and is in effect at school and all school-related activities, events both on and off school grounds. Over the counter drugs cannot be shared between students.

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

The consequences are as follows:

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

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

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

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

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

DRUG PARAPHERNALIA

No student shall possess or have under his/her control any drug paraphernalia. Drug paraphernalia shall include but not be limited to cigarette papers, pipes, holders of smoking materials of any types, cigarette rolling machines, and other items designed primarily for the smoking or ingestion of substances made illegal under any statute or of substances whose sale, gift, barter, or exchange is made unlawful under the tobacco accessories and Smoking Herbs Control Act, III.
(Rev. Stat. CH 22, Paragraph 2358.1).
Consequence - Confiscation of materials and referral to the local law enforcement agency.
1st infraction - 3 days out-of-school suspension
2nd infraction - 5 days out-of-school suspension
Additional infraction- 10 days out-of-school suspension and recommendation for expulsion.

SALE AND/OR DISTRIBUTION OF DRUG PARAPHERNALIA

No student shall sell or distribute any drug paraphernalia.
Consequence: Confiscation of materials and referral to the local law enforcement agency.
1st infraction - 5 days out-of-school suspension; referral to the local law enforcement agency.
Additional infraction - 10 days out-of-school suspension; referral to the local law enforcement agency; expulsion from school.

POSSESSION OF TOBACCO PRODUCTS

The possession of tobacco, and/or look-alike tobacco products or use of tobacco in any manner in the building, parking lot, or at school activities will constitute a violation of this policy. Any student in possession of tobacco, chewing tobacco, and/or look-alike tobacco products, or use of tobacco will be issued a $25 City of Sterling citation in violation of the city ordinance 22-81 and will be subject to the following disciplinary action:

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

FIGHTING/STUDENT HARASSMENT

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

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

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

HAZING

Soliciting, encouraging, aiding, or engaging in hazing is prohibited. “Hazing” means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students.

Students engaging in hazing will be subject to one or more of the following disciplinary actions: temporary suspension, removal from the extra-curricular activity, parent/guardian conference, and/or referral to the local law enforcement agency.

Students, engaging in hazing that endangers the mental or physical health or safety of another, may also be subject to an out-of-school suspension for up to 10 days and recommendation for expulsion.

WEAPONS

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

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

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

CAMPUS VIDEO SURVELLIENCE

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

GANG AND GANG-RELATED ACTIVITIES

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

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

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

1. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other item which is evidence of membership or affiliation in any gang;
2. Committing any act or omission, or using any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership in or affiliation with a gang;
3. Using any speech or committing any act or omission to further the interests of any gang or gang activity, including but not limited to:
    a. soliciting others for membership in any gangs;
    b. requesting any person to pay protection or otherwise intimidating or threatening any person;
    c. committing any other illegal act or other violation of school district polices;
    d. inciting other students to act with physical violence upon any other person.

It shall be unlawful for any person of known street gang associate to display, demonstrate, or communicate or “throw” street gang hand signs in any public place/school within the city. A person will be considered in violation of this article if such facts cause a reasonable person to conclude the activity is related to street gang activity and will be fined not less than $75 and not more than $750 in violation of city ordinance 62-60.

Students in violation will also be subject to disciplinary action by Administration and/or Deans, referred to the local law enforcement agency, and may be recommended to the Board of Education for expulsion.

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

GENERAL CONDUCT

Disciplinary Consequences:

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

Class 1: Classroom Issues handled by teacher:

1. Tardies1-2
2. Unprepared
3. Minor disruptions
4. Classroom rule violation.
5. Mild Profanity
6. Cell Phone in class
7. Illegal electrical device (class)

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

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

*phone calls must be made and/or notices must be mailed

Class 3: D-Day/Detentions/Short Term Intervention (after classroom interventions and/or parent contacts have been provided by the teacher)

1. *Truant (class) (Dean's Office)
2. Leaving class without permission
3. Failure to Serve a Detention w/teacher
4. Tardies #5+ (Dean's Office)
5. Forgery
6. Disruption of the Learning Process for Others
7. Profanity/Vulgarity
8. Possession of pornographic or gang-related material
9. Open defiance of Authority of a school employee.
10. Minor Threat
11. possession of tobacco products (cigarettes, lighter)
12. Insubordination
13. Loitering on school grounds

14. Cafeteria Violation
15. Verbal Altercation in Hallway (profanity/vulgarity)
16. Continuation of Class Two Violation (previous contact with parents is **required** prior to a referral to the office.)

Class 4: Out-of School Suspension for 1-10 days and/or Police Involvement

1. Possession of drugs/drug paraphernalia/alcohol; subject to arrest
2. Under the Influence/Exhibiting the Odor of a controlled substance
3. Fighting; subject to arrest
4. Striking Another Student; subject to arrest
5. Destruction/Defacement of school property
6. *Habitual Truancy
7. Habitual tardiness
8. Sexual Harassment
9. Academic Dishonesty
10. Intimidation of staff or another student; subject to arrest
11. Representing a gang (symbols/attire/hand signs)
12. Major Theft; subject to arrest
13. Gross Disrespect to Staff
14. Continuation of possession of tobacco products
15. Urging others to fight
16. Bullying
17. Hazing
18. Participating in Mob Action
19. Reckless Driving
20. Racial remarks/displays of hate literature
21. Continuation of Class 3 violations

*see our policy on truancy, in addition, 6+ days 1st offense - $75 and 2nd offense - $150 in violation to city ordinance 62-63

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

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

ACADEMIC DISHONESTY

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

It is the belief of the Board of Education of CUSD #5 that academic dishonesty by students degrades their character and reputation and impedes the teaching-learning process. Punishment will

be dispensed in accordance with the severity of the incident or repeated incidents.
1st Offense: Parent/teacher/student/administrator conference.
2nd Offense: Suspension.
Example of infractions: Cheating, intentionally plagiarizing, wrongfully giving or receiving help during academic examinations, and wrongfully obtaining test copies or scores, etc., but not limited to these examples. All participants involved will be subject to disciplinary consequences.

AGGRESSIVE BEHAVIOR

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or physiological harm to someone else. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct. The Superintendent or designee shall ensure that the parent(s)/guardian(s) of a student who engages in aggressive behavior are notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

BATTERY AND/OR PHYSICAL ASSAULT ON SCHOOL PERSONNEL

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

BACKPACKS

Other than in the Freshman Academy, students may carry backpacks to and from classes. It is left to the discretion of each individual teacher whether to allow backpacks in his/her classroom.

BULLYING, INTIMIDATION, AND HARASSMENT

Every student is entitled to attend school free from harassment, threats, or fear. Students harassing, intimidating, threatening, bullying, or making it difficult for others to attend school will be subject to consequences through the Administrative offices. **Examples of prohibited conduct include: name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice.**

CAFETERIA CONDUCT

1. Every student at a table is responsible for the cleanliness of the table.
2. Materials to clean accidental spills are available from the custodian.
3. Students are to remain in the cafeteria and/or designated courtyard area, while eating their lunch.
4. Students will return their serving trays, containers and trash to the disposal area and clean up their tables as soon as they are finished eating.
5. Students will not leave the designated areas, prior to the assigned dismissal time.

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

CELLULAR TELEPHONES, IPODs, and OTHER ELECTRONIC DEVICES.

Students, using or possessing an electronic paging device and/or using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device that is otherwise not

banned in this policy, in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat signal others, or otherwise violate student conduct rules, unless authorized by the Principal, will be subject to disciplinary action. **Sterling Public Schools will not be held liable for lost/stolen electronics, especially with unlocked lockers/vehicles and recommend that all electronic devices are left at home to ensure safe keeping. If brought to school, cell phones, IPODs, and other electronic devices MUST be kept in lockers with the exception being before and after school and during lunch. IPODs may be used in the classroom, if authorized and approved by the supervising teacher. If any of the above mentioned items are confiscated, a parent/guardian must pick item up in the main office. Any student, SEXTING: sending, receiving, and/or forwarding inappropriate messages, files, and/or photos, can earn consequences by both the high school and the police department.**

CORRIDORS -- EXPECTED BEHAVIOR

Students are expected to:

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

DISRESPECT AND/OR INSUBORDINATION

Definition: Refusal to comply with reasonable, established, and well-defined school rules and regulations, or refusal to obey reasonable directions from school personnel, including refusing to stop, present school identification, or submit to a search. Offenders will be subject to disciplinary action.

FORGERY AND/OR POSSESSION OF SCHOOL FORMS

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

GAMBLING

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

NECESSARY USE OF FORCE BY STAFF MEMBER

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

PUBLIC DISPLAY OF AFFECTION BY STUDENTS

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

SOUNDING A FALSE FIRE ALARM

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

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

STUDENT DRESS CODE/CLOTHING STANDARD

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

1. See through or immodest clothing, short-shorts or skirts (skirts and shorts must come below the fingertips when the student places his/her arms to his/her side), exposed midriffs, stomach, cleavage, clothes that advertise or symbolize drugs, tobacco, alcohol, symbolize gangs, profanity, sexual innuendos, or obscenity will not be allowed.
2. Sleeveless shirts must have straps over each shoulder with a minimum width of one inch.
3. Backless shirts are not allowed.
4. Underclothes worn in an exposed manner are unacceptable.
   (Includes, but not limited to bras, underwear, and boxers.)
5. Pants need to be secured at the waist or hip level.
6. Heavy neck, wrist, or wallet chains are not allowed.
7. Head coverings are not to be worn in the building (including bandanas).
8. Coats are to remain in the locker during school hours.

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

STUDENT I. D. CARD

Each student will receive a picture I. D. card at registration. For the safety and security of the students of Sterling High School, it is required that every student carry his/her ID at all times. The student I. D. card is also used for lunch accounts, the library, entrance into student activities, and internet use. Failure to produce a school picture ID when asked by faculty, staff, or administration will result in a loss of privilege and/or additional consequences.

Students may purchase new photo ID cards from the Main Office. The cost of a new photo ID card is $2.00.

TARDY POLICY

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

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

Tardies

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

Tardy Policy
1st Tardy – Warning
2nd Tardy – Teacher discretion (Teacher may give another warning, a short detention, etc.)
3rd Tardy – 15 minute detention with teacher and parent contact made. (If detention is not served in a reasonable amount of time, then the student receives a 30-minute detention and will be considered at his/her 4th tardy.)
4th Tardy – 30 minute detention with teacher and parent contact made.
5th Tardy – Automatic referral sent to administrator and/or dean, 1-hour detention, and loss of open hour, if applicable.

From the 5th tardy on, automatic referrals are sent to the appropriate administrator and/or dean. Students should not be sent to the office when they are tardy. Administrators and/or Deans will use parent contacts, parent meetings, detentions, OSS, etc. to deal with the problem. If a student is more than 10 minutes late, he/she should be marked absent on the attendance sheet. Please contact the attendance office by phone or e-mail by the end of the day in regards to the tardy. Tardies that lead to truancy will result in a $75 - $150 fine (see truancy).

TARDY TO SCHOOL
5 Tardies = One hour detention and referral sent home
6-9 Tardies = One hour detention for each tardy and referral sent home
10+ Tardies = D-Day for each referral, referral to TAP, and referral sent home

Over 10 Minutes Tardy = Truancy to Class

TARDY TO CLASS
1-4 Tardies per class = classroom discipline and parent contact
5-9 tardies per each class = One Hour Detention for each referral and referral sent home
10+ =D-Day for each referral; referral to TAP
Over 10 minutes to class without a valid excuse = Truancy to Class

TECHNOLOGY USE POLICY
Access to internet and other electronic resources at Sterling High School is a privilege, not a right and, as such, can be revoked when a student misuses the resources. Any disciplinary action beyond the revocation of access privileges will be determined by the Administration and/or Deans in accordance with established school disciplinary policies and procedures.

Students will be required to sign the District's *Authorization for Electronic Network Access* in order to use internet resources independently. All use of technology will be in accordance with the Sterling High School Board of Education Policy for internet and Network Usage and conducted in a safe and appropriate manner as specified by the Children's Internet Protection Act of 2000.
The student and his/her parents accept responsibility for the student's on-line actions. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials. All other discipline policies of Sterling High School apply also to on-line activities.

THEFT/POSSESSION OF STOLEN PROPERTY
Students involved in the theft of property or goods or the possession of stolen property from other students or school personnel will be dealt with in the best means of remediation determined by the administration and/or deans.
Consequences include one or a combination of the following: recommendation for expulsion, financial restitution, police referral, arrest, out-of-school suspension, detention, parent contact, social

probation (suspension from all school events), student/Administration and/or Dean conference.

VANDALISM

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

WASHROOMS

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

UNDERSTANDING CONSEQUENCES

ADMINISTRATIVE REVIEW BOARD

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

To enhance student achievement and learning and maintain a safe learning climate, it is critical for students to adhere to the discipline policy. For the good of the vast majority of the student body, individual students who consistently violate the rights of others, or who exhibit little or no interest in the basic purposes of the school, will be excluded from the district in a manner and for a period of time consistent with Sterling High School Board of Education Policy and State Law.

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

CONSEQUENCE	POINT/VALUE
1-hour detentions	1 point
D-Day (3-hour detentions)	2 points
1 & 2 day out-of-school suspension	3 points
3 & 4 day out-of-school suspension	4 points
5, 6, & 7 day out-of-school suspension	5 points
8, & 9 day out-of-school suspension	6 points
10 day out-of-school suspension	7 points

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

During the review, the student will be placed on Disciplinary Probation and restored back to 10 points. <u>If after meeting with the Review Board the student continues to violate Sterling High School Disciplinary Policy and reaches 20 points, the student will be suspended out-of-school for a period of 10 days.</u> During that 10-day school period, the student has a choice: he/she can voluntarily withdraw from Sterling High School, or not withdraw and exercise his/her due process rights of an expulsion hearing. If a student acquires twenty (20) points and chooses to <u>withdraw</u> from classes, he/she is welcome to return the following semester. If the student's return is in the same school year, the student will return with 16 points, and is required to meet with an Administrator to sign a conditional re-enrollment contract. The student will have the ability to reduce points from his/her accumulated

total by displaying appropriate behavior. Students will have 2 points deducted for each month that passes without earning additional points (month is defined as 30 calendar days and starts from the last contact).

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

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

•After School and Before School Detentions

Detentions that are assigned by teachers, the Principal, the Associate Principal, and/or Deans will be served before or after school. Detentions before school will be from 7:00 a.m. until 7:55 a.m. or as designated by the infraction for 15- and 30-minute detentions. These before school detentions will be served in the classroom of the assigning teacher, the Deans' offices and/or the main office. After school detentions, which are served in the detention room, are served on Tuesdays and Thursdays. One-hour detentions are served from 3:05 p.m. to 4:05 p.m. and D-Days, 3-hour detentions are served from 3:05 p.m. to 6:00 p.m. Failure to attend any assigned detention will result in further disciplinary action such as more detention time, out-of-school suspension, or exclusion from privileges, including but not limited to athletic events, dances, and/or participation in the graduation ceremony. For discipline purposes, Sterling High School will also be offering students an opportunity to work in place of the traditional detention. Students who have open seventh hour may be permitted to serve their detention in the main office during this time, but only with administrative or dean approval. No detentions will be served during a student's study hall period or any other open hour.

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

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

The maximum suspension shall be for a period of ten days or until the next regular meeting of the Board of Education or until the imposed conditions have been met, whichever occurs first. (SCHOOL CODE OF ILLINOIS: Section 10-22.6)

During the period of an out-of-school suspension, any academic assignment missed will receive credit, and the student will be responsible for the work missed. **Students or guardians may make requests for assignments during the period of the suspension by contacting the Main Office either in person or by phone. The student will have the right to make up any exam or project missed.**

TO APPEAL A SUSPENSION:

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

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

Principal and/or Associate Principals will determine if the student's behavior merits a reduction in disciplinary points.

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

INTERVIEW BY LAW ENFORCEMENT OFFICERS

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

STUDENT ACTIVITIES

STATEMENT OF PHILOSOPHY

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

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

PARTIES AND DANCES

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

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

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

Anyone attending the dance/party may be asked to submit to a breath test, to ensure the safety and well being of the school function. Anyone refusing to submit to the test will be asked to leave and may be arrested, if it has been determined by odor or other obvious visuals that the student is under the influence of any intoxicating substance.

Classroom celebrations are planned and organized in cooperation with individual teachers. As a safety precaution, student-brought treats that are shared at school must be "store bought" or pre-packaged. Homemade treats will not be allowed.

STUDENT FUND-RAISING ACTIVITIES

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

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

SOLICITING FUNDS FROM SCHOOL PERSONNEL

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

STUDENT USE OF BUILDINGS - EQUAL ACCESS

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

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

ACADEMIC CLUBS & COMPETITIONS

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

FRENCH CLUB

French Club is open to all students currently enrolled in French and explores other cultures of France and French-speaking countries: holidays, traditions, cuisines, and the arts. Fund-raising proceeds help defray the cost of a field trip to a restaurant, and/or cultural event.

SCIENCE CLUB

The Science Club promotes academic excellence and builds interest in science and engineering related fields. The general membership meets once each month before school. In addition to the general membership meeting, the officers meet once per month for breakfast to plan club activities. Activities of the club include: performing demonstrations for elementary schools, engineering/design competitions, experiments, and viewing demonstrations. Any student who is interested may become a member.

THE SCHOLASTIC BOWL

The Scholastic Bowl Team is composed of students interested in answering academic questions in a competitive setting. Questions cover all areas of academics, including general trivia and current events. The team members attend practice sessions, where they work on how to answer various questions as quickly and accurately as possible. There is a full schedule of both fresh/soph and varsity competitions from September through March each year, including Big Twelve, Optimist, Masonic, IHSA series, as-well-as many invitationals at various schools.

SPEECH TEAM

Speech Team is a competitive IHSA activity that begins in October and goes through mid-February. Students may compete in up to two of the fourteen events. The team competes most Saturdays at various tournaments throughout the northern part of the State. The team also competes in the IHSA Regional, Sectional, and State tournaments held in February.

GROUP INTERPRETATION

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

CONTEST PLAY

Contest Play is a competitive forty-minute production that competes in March. Students audition in January or February and prepare a production that travels and competes at the Sectional and State tournaments, if you are not an actor, people are also needed to help with stage crew.

FALL PRODUCTION

A fall production is auditioned in September with the production taking place in October. Rehearsals typically run Monday through Thursday from 7-9 p.m. Students are also needed behind the scenes with stage crew.

MUSICAL

Musical auditions are held each November, and the performances are held in February. Non-musicians are always welcome to tryout because not all parts require singing. Rehearsals run Monday through Thursday beginning in January. Students are also needed to help with the stage crew.

40 DEVELOPMENTAL ASSETS/B.L.I.N.D.

Building Lasting Relationships That Never Die (B.L.I.N.D.) is a student led group that uses the framework of the 40 Developmental Assets to create an atmosphere within the school and community where all youth thrive. The students participate in skill training sessions, service learning projects, and retreats. Strong relationships between adults and young people, young people and their peers, and teenagers and children are central to asset building.

OTHER CLUBS OR ORGANIZATIONS

Animeniacs Art Club BLIND
Bass Fishing Chamber Singers Chess Club
Class Officers Crime Stoppers Euchre Club
Fanta Fi Fellowship of Christian Athletes FISH
French Club GIFTS Girl Power
GSA Intramurals Junior Rotarians
Key Club Library Club Madrigal Singers
Math Team Mentor Group Peer Mediators REAL Men S Club
Scholastic Bowl Science Club Sci-Fi Book Club Script Club
Special Olympics Speech Student Council
Video Game Club WYSE

SERVICE CLUBS

STUDENT COUNCIL

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

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

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

Student Council is open to ALL students. The board is elected by student council members at the end of each school year. In order to maintain membership, you must participate in activities and meet point requirements.

KEY CLUB

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

S.H.S. CRIME STOPPERS

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

MONITORS

Monitors are chosen to carry messages, to pick up attendance records hourly, and to direct visitors. This opportunity can contribute to service learning credit.

HONORS GROUPS

NATIONAL HONOR SOCIETY

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

1. Service:
   A. Service to school (since this is a school-related organization, service to school will be worth more than community service.)
      1. Has been actively involved in a minimum of two activities spread over a minimum of two-year period. Music, will not count as an activity.
      2. Is presently actively involved in at least one school activity.
      3. Is willing to spend time and energy promoting these activities; this means going beyond just paying dues or just attending meetings. (The activity sponsor will rate you on this requirement.)
      4. Has loyal school attitude; cheerfully and enthusiastically renders any requested service to the school.
      5. Willingly does committee and staff work.
      6. Is willing to take on difficult and inconspicuous responsibilities.
      B. Service to Community (desirable but not required)
2. Leadership
   A. Activities.
      1. Assumes full responsibility when an officer or leader of an activity promotes the activity in a positive way.
      2. Leading others also to assume a positive attitude.
      3. Is reliable and dependable without prodding.
   B. Academics
      1. Leads others by being dependable in all academic responsibilities, Including class behavior, assignments and discussions.
      2. Leads others by example in appropriate and desirable behavior at school and in the community.
   C. Character
      1. Has had no major infractions of rules (school or civil) that resulted in a suspension of more than three days or convictions.
      2. Upholds principles of morality and ethics.
      3. Complies with school regulations.
      4. Proper behavior in halls, classrooms and activities.
      5. Punctuality.
      6. Attendance.
   D. Shows courtesy, concern and respect for others: both peers and adults (including all staff members).
   E. Has desirable personality qualities including cheerfulness.
   F. Demonstrates highest standards of honesty and reliability.
   G. Has exemplary behavior that goes beyond that of the ordinary student. Following selection, if a member violates any of the above criteria, the faculty/ council will meet and recommend either probation or dismissal.

JUNIOR ROTARIANS

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

the end of the year, the Junior Rotarians plan and present a program for the Rotary Club.

BOY'S STATE - GIRL'S STATE

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

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

STUDENT OF THE MONTH/YEAR (Male and Female)

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

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

STUDENT PUBLICATIONS

THE WARRIOR WORD

The newspaper of SHS is The Warrior Word. To be a member of The Warrior Word staff, a student should be a good English student and be an able and imaginative writer. Any enthusiastic, creative, or interested student is welcome to join. Students must be enrolled in the Publications class to write for the newspaper. Members of this staff gain profitable experience on both the editorial and business phases of publishing a newspaper.

THE WARRIOR

The Warrior is the school yearbook. Students must be enrolled in the Publications class to write for the Yearbook. Yearbook editors are appointed on the recommendation of the yearbook sponsor and specific faculty personnel. They are chosen on the basis of scholarship, dependability, initiative, cooperation, and leadership.

MUSIC

CHOIR

Sterling High School currently has three sections of choir: JV, Contemporary, and Varsity. Selection for the varsity choir is by audition and consent of the teacher. Varsity choir performs age appropriate advanced choral literature. Contemporary Choir performs primarily pop or musical theater style music. JV choir is a training choir for entrance into varsity and performs a wide variety of musical styles. All ensembles perform four concerts per year and festival participation is promoted. Extracurricular choral activities such as madrigals, chamber singers, and the musical provide further opportunities for involvement in singing.

BAND

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

ORCHESTRA

The Orchestra is open to any student wishing to learn and develop playing abilities on a string instrument: violin, viola, cello, or bass. The class meets daily and plays music in a variety of styles. Multiple performances of various types are given each year, including four group concerts in the Centennial Auditorium.

<u>ATHLETICS</u>

FALL	**WINTER**	**SPRING**
Football	Wrestling	Track & Field (B&G)
Cross Country (B&G)	Basketball (B&G)	Boys' Baseball
Golf (B&G)	Girls' Bowling	Girls' Softball
Girls' Swim & Diving	Poms	Girls' Soccer
Boys' Soccer	Cheerleading	Boys' Tennis
Girls' Tennis	Boys' Swim & Diving	Bass Fishing
Girls' Volleyball		
Cheerleading		
Poms		

Schedules are compiled for different levels of participation, depending upon participation numbers, competitive schools within the conference, maturity, and ability. Varsity Letters, FS Letters and numerals are awarded upon the coaches' guidelines and criteria and good standing of the athlete at the end of the season.

The Activities Office and the Sterling Public Schools strongly encourage all students to be involved in at least on extra curricular activity per semester, during their high school careers.

SPORTS FIELD'S NAMES

Football Stadium - Roscoe Eades
Track - DuWayne Dietz Track
Fieldhouse - Homer Musgrove Fieldhouse

SCHOOL SONGS

SCHOOL LOYALTY SONG

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

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

ALMA MATER SONG

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