

## Consolidated High School District 230 2013-2014 Parent/Student Handbook

All information provided in this Parent/Student Handbook, including dates, times, and locations are current as of May 7, 2013 and may be amended during the school year without notice. The most current document will be on the District website at [www.d230.org](http://www.d230.org).

The Parent/Student Handbook contains summaries of board policies governing the district; board policies are available online at [www.d230.org](http://www.d230.org) or at the district office.

The student handbook was developed to answer many of the commonly asked questions that student and parents may have during the course of a school year. This handbook contains important information for parents and students. It is the responsibility of all parents and students to become familiar with the contents of this handbook. Should you have any questions not addressed in this handbook, please contact the main office of your school.

## Index of Major Headings

Attendance .....	51
Behavior and Discipline .....	54
Bell Schedules.....	10
Cafeteria.....	40
Calendar 2013-14.....	11
Cashier's Office .....	40
Co-Curricular Activities, Clubs and Athletics.....	41
Co-Curricular Honor Code of Conduct .....	44
CO-CURRICULAR HONOR CODE OF CONDUCT.....	45
College Information .....	37
Credits and Class Designation .....	37
District 230 Information.....	7
Driver's Education .....	39
Emergency School Closing Information .....	12
Enrollment Information .....	25
Grades.....	18
Guidance and Student Services .....	27
Health Services .....	39
Index of Major Headings.....	2
Media Center .....	41
Policies and Notifications.....	79
Progressive Discipline .....	55
Pupil Personnel Services (PPS).....	27
Rules and Regulations .....	65
Safety and Discipline Terms .....	57
School Safety .....	54
Services Available to Students .....	39
Standardized Tests .....	35
Student Parking and Driving.....	64
Substitutions for Physical Education .....	16
Transportation .....	63
Weather Related Delays.....	13
Wednesday Scheu	

# Table of Contents

<b>Mission</b> .....	6	Certificate of Completion .....	32
<b>Core Values</b> .....	6	Course Load – Student Day .....	32
<b>District 230 Information</b> .....	7	Directory Information .....	32
School Board Meetings .....	7	Honors/Advanced Placement.....	32
<b>Bell Schedules</b> .....	10	Home & Hospital Services	
<b>Calendar 2011-12</b> .....	11	(homebound).....	32
<b>Wednesday Schedule (Late Start).....</b>	12	Psychological Services.....	33
<b>Emergency School Closing</b>		Schedule Changes .....	33
<b>Information.....</b>	12	Social Work Services .....	33
<b>Weather Related Delays.....</b>	13	Speech & Language Therapy.....	34
<b>Course Requirements for Graduation</b>	14	Student Services Team .....	34
<b>Service Learning</b>		Transferring Out of District .....	34
<b>(Community Service).....</b>	15	Transfer Students .....	34
<b>Substitutions for Physical Education</b>		Withdrawal From School .....	34
<b>and Other Required Courses.....</b>	16	Work Permits.....	35
<b>Commencement Exercises.....</b>	17	<b>Standardized Tests.....</b>	35
Early Graduation .....	17	Explanation of Tests .....	35
<b>Grades .....</b>	18	Predicting ACT Scores as a 9th	
<b>Evaluating and Reporting Student</b>		or 10th Grade Student.....	36
<b>Achievement.....</b>	18	College Information .....	37
CHSD 230 Staff Grading Scale .....	19	<b>Financial Aid Information.....</b>	37
Calculating and Reporting of Grade Point		<b>Scholarships &amp; Awards.....</b>	37
Average and Class Percentile Rank....	19	<b>Credits and Class Designation.....</b>	37
Weighted Grades .....	19	<b>Course Credit for High School</b>	
Pass/Grade Option .....	20	<b>Diploma .....</b>	38
Audit for Courses.....	21	<b>Driver’s Education.....</b>	39
Reporting of Grade Point Average and		<b>Services Available to Students .....</b>	39
Class Percentile Rank .....	21	<b>Health Services.....</b>	39
Transcripts.....	21	<b>Safe/Healthy Environment.....</b>	39
Parent/Guardian Role.....	22	<b>Elevator Keys.....</b>	39
<b>Parent Teacher Conferences .....</b>	22	<b>Medication (Policy 7:270).....</b>	40
<b>Awards and Honors.....</b>	22	<b>School Nurse Release.....</b>	40
<b>Academic Integrity .....</b>	23	<b>Physical Education Absence.....</b>	40
<b>Repeating For a Higher Grade.....</b>	24	<b>Cashier’s Office .....</b>	40
<b>Reporting of Grades – Online</b>		<b>Cafeteria .....</b>	40
<b>Gradebook.....</b>	24	<b>Media Center .....</b>	41
<b>Final Evaluations.....</b>	24	<b>Co-Curricular Activities, Clubs and</b>	
<b>Enrollment Information .....</b>	25	<b>Athletics .....</b>	41
<b>Waiver of Student Fees.....</b>	26	Appearance & Attitude.....	41
<b>Pupil Personnel Services (PPS).....</b>	27	Banquets & Awards Night.....	41
Guidance and Student Services.....	27	Athletics.....	41

Attendance .....	42
Awards .....	42
Changing Squads in Season .....	42
Clearances .....	42
Eligibility .....	42
Equipment .....	43
Injury Report.....	43
Insurance for Athletics .....	43
Physical Examination .....	43
Supervision.....	43
Transportation .....	43
<b>Co-Curricular Honor Code of Conduct.....</b>	<b>44</b>
Activity Board .....	45
Reporting of Offenses .....	45
Voluntary Admission .....	46
Application of Suspension from Performances, Activities, or Competitions: .....	46
Chemical Awareness Seminars.....	46
Honor Code of Conduct Suspension Chart.....	47
<b>Attendance.....</b>	<b>51</b>
<b>Compulsory School Attendance .....</b>	<b>51</b>
<b>Absences.....</b>	<b>51</b>
Attendance and Truancy (Policy 7:70) .....	52
Excused Absence.....	52
Unexcused Absence.....	52
Leaving Early/Off Campus Pass .....	52
Make-up Work .....	53
Requests for Assignments.....	53
Partial Day Attendance/Late Arrival .....	53
Perfect Attendance .....	53
Tardy Procedure .....	53
Truancy, all day .....	53
Truancy, by period.....	53
<b>School Safety.....</b>	<b>54</b>
Anonymous Safety and Security Tip line.....	54
Registered Sex Offenders .....	54
<b>Behavior and Discipline .....</b>	<b>54</b>
Progressive Discipline .....	55

<b>IEP/Special Education Rules/Regulations .....</b>	<b>56</b>
<b>Safety and Discipline Terms.....</b>	<b>57</b>
Aggressive Behavior .....	57
Alternative to Detention Program .....	57
Alternative to Suspension.....	57
Assault.....	57
Battery .....	57
Bullying.....	57
Bus Conduct.....	58
Cafeteria Conduct .....	58
Dean's Referral .....	58
Detention .....	59
Dress Code .....	59
Electronic Devices.....	59
Cell Phones and other Electronic Devices.....	59
Expulsion.....	61
Grounds for Disciplinary Action .....	61
Hallway Behavior.....	61
In-School Assignment.....	61
Hallway and Locker Decorations.....	61
Lockers.....	61
Lost and Found .....	62
Off Campus Conduct.....	62
Out of School Suspension .....	62
Probation .....	62
Searches .....	62
Senior Lunch .....	63
School Resource Officers/School Police Liaison Officers.....	63
Student Identification Card .....	63
Theft Reporting.....	63
Visitor's Pass.....	63
Weapons (School Code S/10-22.6(d)) .....	63
<b>Transportation .....</b>	<b>63</b>
<b>Student Parking and Driving .....</b>	<b>64</b>
<b>Rules and Regulations.....</b>	<b>65</b>
<b>Policies and Notifications.....</b>	<b>79</b>
Accommodating Individuals with Disabilities .....	79
Administering Medicines to Students ..	79

Aggressive Behavior Reporting Letter and Form.....	80
Application for Fee Waiver .....	81
Attendance and Truancy .....	81
Bus Conduct .....	82
Conduct Code for Participants in Co-Curricular Activities.....	82
Criminal Offender Notification Laws....	83
Dispensing Medication .....	85
Educational Philosophy and Objectives.....	86
Education of Children with Disabilities	86
Education of Homeless Children .....	87
Electronic Recordings on School Buses .....	90
English Language Learners .....	90
Equal Educational Opportunities .....	90
Expulsion Procedures .....	91
Fines, Fees, and Charges - Waiver of Student Fees .....	91
Free & Reduced-Price Food Services.	92
Frequently Asked Questions Regarding Military Recruiter Access to Students and Student Information .....	93
Harassment of Students Prohibited....	94
Bullying, Intimidation, and Harassment Prohibited .....	94
Hazardous and Infectious Materials....	96
Home & Hospital Instruction .....	97
Informing Parents About Offender Community Notification Laws .....	98
Instructional Materials .....	98
Letter Notifying Parents/Guardians of School Visitation Rights.....	99
Letter to Parents Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information .....	100
Misconduct by Students with Disabilities .....	101
Notice to Parents/Guardians of Students Enrolled in Family Life & Sex Education Classes.....	101

Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications .....	102
Notice to Parents Required by No Child Left Behind Act of 2001 .....	102
Notification to Parents and Students of Rights Concerning a Student's School Records .....	104
Notification to Parents of Family Privacy Rights .....	106
Preventing Bullying, Intimidation, and Harassment .....	106
Programs for Students At Risk of Academic Failure &/or Dropping Out of School .....	107
Prohibited Student Conduct .....	108
Residency.....	110
Response to Application for Fee Waiver, Appeal, and Response to Appeal.....	111
Safety .....	112
School Admissions & Student Transfers to & From Non-District Schools .....	113
School Bus Safety Rules .....	114
School Medication Authorization Form.....	114
Search & Seizure .....	115
Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities .....	116
Special Education Required Notice and Consent Forms.....	116
Student Appearance.....	116
Student & Family Privacy Rights .....	116
Student Handbook – Gang Activity Prohibited .....	118
Student Records.....	118
Suspension Procedures .....	119
Title I Programs .....	119
Transportation .....	120
Uniform Grievance Procedure.....	120
Using Student Photograph/Videotape..	122
Waiver of Road Test Program .....	122
Waiver of Student Fees .....	123

## Successful Schools - Successful Students Touchstone

For all students of CHSD 230, we will provide programs and services so that each student will demonstrate:

- Character that embodies accountability, responsibility, integrity, ethical citizenship, respectful relationships, and positive leadership
- Ethical, effective communication and “real world” skills necessary for success as an active participant in a rapidly changing, technologically global community
- Critical thinking, effective problem solving, and organizational skills
- Their fullest potential by setting future-focused goals that result in adaptability for an ever-changing career climate
- Growth through learning experiences that balance and blend rigor, relevance, and relationships

### **Mission of District 230**

The mission of Consolidated High School District 230, a student-oriented center of learning, is to graduate young adults prepared to realize their life-long potential in an ever-changing world. This is accomplished by caring students, staff, family and community through a shared commitment to core values and our Successful Schools-Successful Students Touchstone.

### **Core Values**

#### **Student Centered**

Our schools maintain a learner-oriented climate which emphasizes high expectations for all students. We help all students meet their potential by providing a comprehensive education, co-curricular activities, and support programs. Policies and programs of the district are designed to create learning experiences that balance rigor, relevance, and relationships.

#### **Mutual Respect**

Our schools actively engage staff, parents, students, and community partners in legitimate dialogue to add valuable insight and ongoing improvement to District 230 programs. Decision-making processes and communication methods are characterized by mutual respect and integrity and are driven by opportunities to affect positive change.

#### **Human Potential**

Human potential of all staff and students is recognized, developed, and respected. Ongoing staff development is aligned to the Successful Schools-Successful Students Touchstone. Staff and students' satisfaction is regularly assessed and reported and is aligned to the goals of the district.

#### **Continuous Improvement**

A continuous improvement organizational planning model is implemented to meet the changing needs of our students and our rapidly changing technologically global community. Continuous improvement is characterized by decision-making based on measured needs, orientation to problem solving, and sharing knowledge on research-based programs throughout the organization.

#### **Resource Efficiency**

Our school system demonstrates resource efficiency in budgets and facilities focused on staff and students. The budgeting model emphasizes value-added (cost benefit) approaches and encourages innovation to assure safety and efficiency. Facility planning creates equitable

opportunities for students and access for community partners.

## District 230 Information

### School Board

Richard Nogal, President

Patrick O'Sullivan, Vice-President

Kathy Quilty, Secretary

Susan Dalton

Melissa Gracias

Tony Serratore

Kate Murphy-Peterson

### District Administration

Dr. James Gay, Superintendent

Dr. Kim Dryier, Assistant Superintendent for Instructional Services

Lizbeth Johnson, Assistant Superintendent of Human Resources

Steve Langert, Assistant Superintendent for Business Services

### School Board Meetings

The District 230 Board of Education meets at 7:00 p.m. on the last Thursday of each month.

Meeting places for the school year are as follows:

Sept. - Nov.            Andrew

Dec. - Feb.            Sandburg

March - May            Stagg

June - August        Administration Center

In accordance with the provisions of the Americans with Disabilities Act, any individual in need of a reasonable accommodation in order to participate in or benefit from attendance at a public meeting of School District 230 should contact the District Office at (708) 745-5211 as soon as possible before the meeting date.

### History of District 230

Miss Dorothy Emily Davis, a graduate of the University of Chicago, came to Orland and Palos Townships in 1919 in order to organize an accredited Chicago high school for the students in the area who were unable to attend the Chicago high schools. The Orland High School was established through a provision in the Community High School Law of 1917, making it possible to secure funds for all costs, except building and equipment, from the non-high school district revenue of the State of Illinois.

Miss Davis and the first thirteen students of Orland High School had classes in one room located on the second floor of the old village hall in Orland Park. In March of 1920, the high school was accredited by the State, making graduates eligible to enter the Chicago high schools without entrance examinations and providing full credit for courses taken at the Orland High School.

The next year, Miss Davis and twenty-eight students moved into two rooms in the new bank building. At the end of that school year, the original thirteen students were graduated.

After occupying the old grammar school building for the first part of the third year, Miss Davis and thirty-one students moved to a new five-room school building designed by Mr. Pashley and built by Mr. Mahaffy of Palos Park. In June 1921, another thirteen students graduated. For the next thirty years, makeshift facilities were used to house the expanding high school enrollment. In the 1940s, classes were held in the basement of the grammar school building, in the basement of the Lutheran Church, and in two abandoned stores in the Village of Orland Park. By this time, students were graduating from a fully accredited four-year high school. On May 5, 1952, the voters of Palos and Orland Townships voted to create a new high school by combining High School Districts 221 and 222 into Consolidated High School District 230. A year later, the voters held an election to select the site for the new high school as well as to vote the necessary bonds to construct the building.

### **Carl Sandburg High School**

Construction of the first high school in the newly consolidated district began in May 1953. By September 1954, classes were in session at Carl Sandburg High School at 131st Street and Route 45 in Orland Park. This school now serves the central part of the district.

Colors	Blue & Gold
Athletic Teams	Eagles
Newspaper	Aquila
Yearbook	Poet

#### **Sandburg School Song**

Stand up for Sandburg  
The mighty gold and the blue;  
Let's cheer our team on to VICTORY  
And to this emblem we'll be true  
Come on and win now, you Eagles;  
You've got to fight on for our fame.  
Our team will fight on to VICTORY  
Go Sandburg High and win this game!

### **Amos Alonzo Stagg High School**

On May 26, 1962, the voters in the district approved a \$2,100,000 bond issue to finance the construction of the second high school in the district located at 111th Street and Roberts Road in Palos Hills. Stagg High School opened in September 1964.

Colors	Blue & Orange
Teams	Chargers
Newspaper	Stagline
Yearbook	Kaleidoscope

#### **Stagg School Song**

We're the Chargers, team of fame;  
We will always win the game.  
Blue and orange is the flag,  
Proudly waving in the sun,  
Go Chargers  
Stagg's the name we'll carry high;  
Alma mater do or die.  
Ever loyal to our school's name  
'til the game is won!



### **Victor J. Andrew High School**

The third high school in the district opened in the fall of 1977, housing freshman and sophomore students. The first class graduated in 1980. Andrew High School, located at 171st Street and 90th Avenue in Tinley Park, serves the south part of the district.

Colors	Black & Gold
Teams	Thunderbolts
Newspaper	Circuit
Yearbook	Sentinel

### **Andrew School Song**

Raise the flag for Andrew High  
Lift your spirit to the sky.  
We fight on to fame and glory;  
Praise them in song and story.  
Our Thunderbolts will win today.  
Black and gold our colors fly;  
Victory will be our cry.  
So stand up and cheer them;  
All teams will fear them.  
Fight on for Andrew High!

Bell Schedules were under discussion at the time this publication went to print and therefore not available for publication.

## Calendar 2013-14

August 12	Institute Day – All Staff
August 13	Institute Day – All Staff
August 14	First Day of School – For Freshman Only
August 15	First Day of School – For All Students
August 26	A.A. Stagg Back To School Night
August 27	C. Sandburg Back To School Night
August 28	V. J. Andrew Back To School Night
September 2	Labor Day – Legal Holiday No School
October 17	Parent/Teacher Conferences No Student Attendance
October 18	Columbus Day – Waiver No School
November 27	Early Dismissal 1:00 pm
November 28	Thanksgiving Day – Legal Holiday No School
November 29	Thanksgiving Holiday No School
December 20	End of 1st Semester
December 23	Winter Break Begins
January 6	Institute Day - All Staff
January 7	Reconvene School after Winter Break
January 20	Martin Luther King's Birthday – Legal Holiday No School
February 17	President's Day No School
March 13	Parent/Teacher Confernece – No Student Attendance
March 14	School Holiday – No School
March 21	Early Dismissal 1:00 p.m.
March 24	Spring Break Begins – No School
March 31	Reconvene School after Spring Break
April 18	School Holiday – No School
April 23 & 24	PSAE testing
April 25	Institute Day – All Staff – School Proms No Student Attendance
May 26	Memorial Day Holiday No School - Legal Holiday
May 27	*Last Day of School (if no snow days are used) End of 2nd Semester

## Wednesday Schedule (Late Start)

During most five day school weeks, classes will begin on Wednesdays at 9:30 AM. See the chart below for specific dates. Some important details about Late Starts:

- Classes will begin at 9:30 AM.
- Zero Hour will be CANCELLED.
- Students with Zero Hour should ride their regular assigned bus, NOT the Zero Hour assigned bus.
- Buses will pick up students one hour later than the regularly scheduled pick up time.
- Period 1-7 will be on a shortened schedule.
- Dismissal will be at 3:00 PM, as usual.

The schedule will be as follows:

### Wednesday Late Start – Periods 1-7 (all classes shortened – No Zero Hour)

Period	Begin	Length	End	Passing	Month/Dates
1	9:30	0:39	10:09	0:06	August - 21, 28
2	10:15	0:39	10:54	0:06	September – 11, 18, 25
3a	11:00	0:21	11:21	0:04	October – 2, 9, 23, 30
3b	11:25	0:21	11:46	0:06	November – 6, 13, 20
4a	11:52	0:21	12:13	0:04	December - 4
4b	12:17	0:21	12:38	0:06	January – 15, 29
5a	12:44	0:21	1:05	0:04	February – 5, 12, 26
5b	1:09	0:21	1:30	0:06	March – 5, 19
6	1:36	0:39	2:15	0:06	April – 2, 9, 16, 30
7	2:21	0:39	3:00		May - 7

## Emergency School Closing Information

One or all of the schools in District 230 may have to be closed because of inclement weather or some other emergency. Check these sources for closing information between 6 and 8 a.m.

Radio: WGN AM 720, WBBM AM 780, and FM 105.9  
 Television: CBS 2, NBC 5, ABC 7, WGN 9, FOX 32, and CLTV News  
 Phone: 847-238-1234  
 Online: [www.d230.org](http://www.d230.org) or [www.EmergencyClosings.com](http://www.EmergencyClosings.com)

## Weather Related Delays

On some occasions weather conditions or power outages may dictate that we delay the opening of school rather than closing for the day. Here are some very important details about the Late Start Schedule.

- Classes will begin at 9:30 AM.
- Zero Hour and will be CANCELLED.
- Students with Zero Hour should ride their regular assigned bus, NOT the Zero Hour assigned bus.
- Buses will pick up students one hour later than the regularly scheduled pick up time.
- Period 1-7 will be on a shortened schedule.
- Dismissal will be at 3:00 PM, as usual.

Check these sources for late start information between 6 and 8 a.m.:

Radio: WGN AM 720, WBBM AM 780, and FM 105.9  
Television: CBS 2, NBC 5, ABC 7, WGN 9, FOX 32, and CLTV News.  
Phone: 847-238-1234  
Online: [www.d230.org](http://www.d230.org) or [www.EmergencyClosings.com](http://www.EmergencyClosings.com)

### Weather Related Delay Schedule

#### 1 Hour Late Start – Periods 1-7

(all classes shortened)

Period	Begin	Length	End	Passing
1	9:30	0:39	10:09	0:06
2	10:15	0:39	10:54	0:06
3A	11:00	0:21	11:21	0:04
3B	11:25	0:21	11:46	0:06
4A	11:52	0:21	12:13	0:04
4B	12:17	0:21	12:38	0:06
5A	12:44	0:21	1:05	0:04
5B	1:09	0:21	1:30	0:06
6	1:36	0:39	2:15	0:06
7	2:21	0:39	3:00	

## Graduation Requirements

Consolidated High School District 230 does not discriminate on the basis of color, race, sex, nationality, religion, religious affiliation, disability, or any other unlawful basis of discrimination, as defined by the Illinois Human Rights Act and all other applicable laws in providing academic and co-curricular opportunities.

### Course Requirements for Graduation

Eighteen academic credits plus successful completion of mandatory Physical Education courses are required. Classes meet for 18 weeks and earn ½ credit with the exception of Physical Education, which earns 1/8 unit of credit. Specific credit requirements for CHSD230 include:

AREAS OF STUDY	Required Credits
English	4.0
Mathematics One year (credit) must be Algebra and one year (credit) must be a course that includes Geometry content	3.0
Science	2.0
American Government	.5
U.S. History	1.0
Social Studies	.5
Health	.5
Consumer Education The Consumer Education requirement may be fulfilled by completing Consumer Economics, General Business, Economics, and AP Micro-Economics (AP Macro Economics through class of 2012)	.5
ELECTIVES - Art, Foreign Language, Music, Business, Applied Tech or Family & Consumer Science	1.0
Physical Education	.875 (7 semesters)
Constitution Exam	MUST PASS
A passing grade in American Government indicates successful completion of the Constitution requirement	MUST PASS
Writing Intensive Course Two courses must be approved as "Writing Intensive Courses" - one must be an English course and one may be provided as part of approved course - this does not increase the number of required courses.	2.0
Service Learning The Service Learning requirement allows students the opportunity to enrich and extend their learning through recognition of the needs of their schools and communities.	24 hours

Note - English and Math courses are sequential and each is designed as a prerequisite for the next course in the sequence. Students failing a course in Math or English MUST REPEAT the course successfully before continuing in the sequence. Summer School is the best option to make up these types of deficiencies.

Unless otherwise exempted, each student must successfully accomplish the following in order to graduate from high school:

1. Complete all District graduation requirements that are in addition to the State requirements.
2. Complete all courses as provided in The School Code, 105 ILCS 5/27-22, according to the year in which a student entered the 9th grade.
3. Complete all minimum requirements for graduation as specified by Illinois State Board of Education rule, 23 Ill. Admin. Code §1.440.
4. Pass an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
5. Take the Prairie State Achievement Examination, unless the student is exempt according to 105 ILCS 5/2-3.64.

### **Service Learning (Community Service)**

All students are required to complete 24 hours of community-based learning projects.

- All projects must be pre-approved by the Building Administrator in charge of Service Learning or their designee prior to a student beginning a project.
  - o Pre-approved project lists will be made available to students in the Service Learning office and on the home school and district web-sites. These lists will include activities for :
    - School based projects
    - Co-curricular projects
    - Booster organization projects
    - Job Shadow or Internship opportunities
  - o Projects not on the list will require pre-approval by the Building Administrator in charge of Service Learning or their designee.
- Projects must:
  - o Contribute to the completion of a task, which will benefit the community, needy individuals, groups in the community and/or school based parent group.
  - o Not involve direct solicitation of funds nor generate profits for any company. Furthermore, students may not handle monetary transactions nor collect pledges.
  - o Not place students in any situation, which would pose a risk to their health or safety.
  - o Not place students in a situation that would be inappropriate for their age, background or level of maturity.
  - o Not be for political party, campaigning, lobbying, or special interest group or family member.
  - o Be channeled through a community based program.
  - o Not be in the form of worship, but can be with a religiously affiliated organization.
  - o Not involve driving or riding in a vehicle.

Transfer students shall receive credit for any approved service learning from previous schools provided it meets the criteria of the District 230 program. Transfer students entering during their freshman and sophomore year will be required to complete the 24 service hours required for graduation. Students entering a District 230 school during junior or senior year shall have their hours prorated on the following basis:

- Junior
  - o 1st Semester – 18 hours
  - o 2nd Semester – 15 hours
- Senior
  - o 1st Semester – 12 hours
  - o 2nd Semester – 6 hours

### **Adapted Physical Education**

Students who are excused from participation in physical education for medical reasons must satisfy the physical education requirement by successful completion of classes in adapted physical education. An application form is available in the Health Office.

### **Substitutions for Physical Education and Other Required Courses (6:310)**

Individual 11th and 12th grade students may be excused from daily physical education for the following reasons:

1. Ongoing participation in interscholastic sports. Students will be exempted from P.E. during the length of their season and assigned to a study hall.
2. Participation in an ongoing marching band program. Students will be exempted from P.E. during the length of their season and assigned to a study hall.
3. Enrollment in a Reserve Officers Training Corps (ROTC) program (105 ILCS 5/27-6). Students will be exempted from P.E. during the length of their season and assigned to a study hall.
4. Enrollment in a specific academic class not included in existing graduation requirements in order to be granted admission to a specific college or university.
5. Enrollment in courses necessary to meet graduation requirements provided that failure to take such courses would result in the student being unable to graduate.

Students must apply for PE waivers within 10 school days after the first official practice held during tryouts. Students must return to PE on the first day following the end of the season. Failure to do so will result in recorded truancy and subsequent action.

### **Consequences of Defaulting on the Waiver**

In the event that the student does not participate in the interscholastic sport or band activity for which a waiver is granted, the student is responsible for fulfilling the district's graduation requirement for physical education.

If the student drops a course, for which PE was waived, prior to the end of either the first or third quarter, the course will be deleted from the student's permanent record and the student remains responsible for fulfilling the district's graduation requirement for physical education by taking an additional semester of PE.

If the student drops a course during either the second or fourth nine week period, a failure for the course will be recorded on the student's permanent record but the student will not be required to take an additional semester of physical education to fulfill the district's graduation requirement.



## **Commencement Exercises**

Students who have completed all graduation requirements are encouraged to participate in commencement exercises. Students who elect mid-year graduation may choose to participate in a mid-term commencement ceremony or the Spring commencement exercises if they desire. Students who elect to participate in commencement exercises will be required to adhere to all rules and regulations. The district reserves the right to remove the privilege for a student's participation in a commencement exercise for gross misconduct.

## **Early Graduation**

All students are encouraged to attend high school for four full years in order to take advantage of complete program offerings and enrichment courses. Students may apply to their counselor for early graduation upon completion of 6 or more semesters of school attendance and when they have met all graduation requirements. Permission for early graduation may be granted to a student by the Board of Education upon the recommendation of the Superintendent.

In summary, students will be permitted to graduate early, but in no fewer than three years, provided that the following conditions are met:

1. Requirements for graduation, as established by the Board of Education, have been achieved.
2. Written parental approval has been obtained.
3. Proper application, notification and counseling through the guidance department has been completed.

The deadline dates for approval of early graduation are: January graduation - by August 15th, Spring graduation - by December 15th.

In addition, all 11th grade students must take the Prairie State Achievement Examination (PSAE) as a condition of receiving a regular high school diploma unless the student is exempted for the following reasons:

1. The student's individualized educational program developed under Article 14 of the School Code identifies the PSAE as inappropriate for the student; or
2. The student is exempt due to the student's lack of English language proficiency; or
3. The student is enrolled in a program of Adult and Continuing Education as defined in the Adult Education Act (6:300)

## Veterans of World War II , the Korean Conflict, or Vietnam Conflict

Upon application, an honorably discharged veteran of World War II or the Korean Conflict will be awarded a diploma, provided that he or she: (1) resided within an area currently within the District at the time he or she left high school, (2) left high school before graduating in order to serve in the U.S. Armed Forces, and (3) has not received a high school diploma or General Educational Development (GED).

# Grades

## Evaluating and Reporting Student Achievement

The Teacher:

- Informs students about the grading system at the beginning of each school year or term, whichever is applicable.
- Explains that grades: (1) assess progress toward education goals and assist in the improvement of that progress, (2) will be given by the teacher, using his or her professional judgment, in an impartial and consistent manner, and (3) will reflect excessive, unexcused absences.
- Assesses student achievement as demonstrated through such performance indicators as the following (these are not listed in order of importance):
  1. Preparation of assignments, including completeness, accuracy, legibility, and promptness.
  2. Contribution to classroom discussions.
  3. Demonstrated understanding of concepts.
  4. Application of skills and knowledge to new situations.
  5. Organization, presentation, and content of written and oral reports.
  6. Originality and reasoning ability when working through problems.
  7. Accomplishment in class presentations and projects.
  8. Performance on tests, quizzes, and final examinations.
  9. Extra-credit assignments aligned with subject/course appropriate activities.
- Assigns grades for academic improvement and achievement using the approved grading scale.

A grade of "incomplete" should be assigned when a student experiences an excused, extended absence at the end of the term or during final examinations; an incomplete grade, if not satisfied within 2 weeks, will be changed into an "F" grade, except in extraordinary circumstances, previously approved.

- Provides up-to-date grade postings in the online system to reflect accurate student progress.
- Contacts parents, when necessary, if evident that a student is in danger of failing.

## CHSD 230 Grading Scale

Every teacher shall maintain an evaluation record based on the approved grading scale for each student in the teacher's assigned course.

1. The grading scale for all courses is as follows:

10-Point Scale
99 – 100 = A+
92 – 98 = A
90 – 91 = A-
88 – 89 = B+
82 – 87 = B
80 – 81 = B-
78 – 79 = C+
72 – 77 = C
70 – 71 = C-
68 – 69 = D+
62 – 67 = D
60 – 61 = D-
0 – 59 = F

2. Grades of "C" or higher will be weighted in Honors and AP classes to recognize rigor.
3. Grades will be computed on an 18-week basis each semester to demonstrate cumulative progress and grades will be available to parents and students online.
4. Semester exam grades may be weighted up to 20% of the overall semester grade; this calculation will be the same for common courses.
5. Percents greater than or equal to .5 will be rounded up to determine grades. (8/24/06)

### Calculating and Reporting of Grade Point Average and Class Percentile Rank

District 230 determines GPA based on a 4.3 scale for Basic and Academic courses, and a 5.3 scale for grades of "C" or higher for Honors and Advanced Placement courses.

### Weighted Grades

District 230 assigns weighting for the purpose of calculating GPA for Honors level and Advanced Placement courses. Honors and Advanced Placement courses stress learning at more rigorous levels of analysis, synthesis, and evaluation. Only approved courses denoted as "Honors" or "Advanced Placement" in their titles will receive the additional weighting.

1. The method of weighting will consist of adding one additional grade point to grades received in the Honors/Advanced Placement courses.
2. In order to receive additional weighting, students must achieve a grade of "C" or higher.

The point system applied to grades in the calculation is as follows:

GRADE	HONORS/AP	ACADEMIC/BASIC
A+	5.3	4.3
A	5.0	4.0
A-	4.7	3.7
B+	4.3	3.3
B	4.0	3.0
B-	3.7	2.7
C+	3.3	2.3
C	3.0	2.0
No weighting for grades less than "C"		
C-	1.7	1.7
D+	1.3	1.3
D	1.0	1.0
D-	.7	.7
F	0	0

- A Superior achievement  
 B Above average achievement  
 C Average achievement  
 D Below average achievement  
 F Failing grade for which no credit is given.  
 P Passing – Does not count toward GPA calculation  
 AU Audit – No credit given

### Pass/Grade Option

A Pass/Grade option is available to 11th and 12th grade students (\*) in District 230 for a maximum of one course not required for graduation per semester and one during summer sessions beginning the summer prior to 11th grade. The purpose of this option is to offer students the opportunity to take courses not required for graduation without having the grade affect his/her GPA (Grade Point Average). (\*Driver's Education may be taken Pass/Grade by students not yet at 11th grade status.)

### The following guidelines will apply for all students:

1. A student must declare his/her intention to use the Pass/Grade option at the end of the first nine week period for any year-long course and before the end of the first or third nine weeks for any semester course. Once a decision has been made to take a class Pass/Grade, no change in status will be allowed. Pass/Grade may be used to satisfy the initial NCAA eligibility, BUT may be interpreted as the school's LOWEST passing grade (CHSD230 = D-).
2. Students electing to take a course Pass/Grade will be expected to complete all assignments and will be graded like all other students in the class.
  - Students earning a "C" or higher using the approved classroom grading scale will be assigned a grade of "P" (pass). A grade of "P" will not be counted toward the overall GPA.

- Students earning a grade of “C–” or lower using the approved classroom grading scale will be assigned the actual grade earned and the grade will be figured into the overall GPA.
3. Students with an approved prerequisite waiver into a class of higher or lower levels of rigor may not use the Pass/Grade option for that course.

### **Audit for Courses**

1. A student who wishes to audit a course must first secure approval from the administrator in charge of scheduling, the division chair, and the teacher of the course.
2. Neither credit nor grade will be issued for an audit course.
3. A student who audits a course will be expected to conform to all the rules and regulations that are required of students enrolled for credit.
4. The option to audit a course rather than to enroll for credit is irrevocable after the first day of attendance.
5. Enrollment by students registered for credit will take precedence over audits. When class size increases to capacity with credit students, audit students may be asked to withdraw.
6. Audit requests must be made by the end of the ninth weeks of the semester.

### **Reporting of Grade Point Average and Class Percentile Rank**

A student’s achievement will be evaluated and awarded a letter grade based on the objectives of the course in which he/she is enrolled. A student’s Grade Point Average (GPA) is based on semester grades only (rather than quarter grades). A student’s cumulative GPA will be reported on all report cards for each semester that a student is enrolled in a CHSD 230 school.

Each student’s class standing will be based on the cumulative GPA and will be reported by 5 point percentile bands. Percentile ranking will be reported on student grade reports beginning with the 2nd semester report card of the ninth grade year.

Students needing a numeric class rank may obtain information from their Guidance Office.

### **Transcripts**

Semester grades, attendance, and credits are included on all transcripts. GPA, and percentile rank will be reported on official transcripts as designated in the table below.

<b>FY12 Class</b>	<b>GPA</b>	<b>Percentile Rank</b>
9th Grade	X	X (2nd sem)
10th Grade	X	X
11th Grade	X	X
12th Grade	X	X

## Parent/Guardian Role

Parents/guardians can assist students in school in the following ways:

1. Attend parent-teacher conferences.
2. Provide a study-conducive atmosphere and supervise the completion of course work.
3. Periodically review the child's grades online.
4. If a question or concern arises, leave a phone message or send an e-mail message for the appropriate teacher or other school staff member.
5. Inform the school if paper progress reports are needed to communicate failing or near failing status.
6. If there is an objection to a grade or decision, first confer with the appropriate teacher and, if still not satisfied, contact the Building Principal.

## Parent Teacher Conferences

Teachers and parents are encouraged to confer at any time regarding the student's progress. Conference times can be arranged by calling the teacher(s) during school hours.

## Awards and Honors

1. The following awards and honors will be recognized on an annual basis using the established criteria and timelines.

<b>Distinguished Achievement</b>
Top 1 Percentile (*)
Top 5 Percentile (*)
Top 10 Percentile (*)
Department Academic Achievement Award (**)
PSAE Scholars (***)
D230 Schools Foundation Scholarship
National Merit Scholars and/or Finalists
Outstanding Senior Honors (Top 10) (****)

(\*)Distinguished Achievement

Based upon the completion of 7 semesters

(\*\*)Department Academic Achievement Awards

Determined by academic department – 1 student per department

Process: Teachers nominate students based on criteria

Criteria:

- Cumulative GPA in courses for that department
- ACT score in department area (if applicable)
- Number of content courses taken in subject area
- Number of Honors/AP courses taken in subject area

Division Chair checks criteria requirements

Division Chair determines top 5 nominees based on criteria and shares with  
Department

Department determines recipient.

(\*\*\*)PSAE Scholars

Students achieving an “EXCEEDS” on each section of the Prairie State Achievement Examination

(\*\*\*\*)Outstanding Senior Honor

(Service Points + Activity Points) x GPA

- II. Community and Booster group senior scholarships and awards will be presented at a spring evening activity to provide time for community representatives, students, and families to appropriately recognize student accomplishments.
- III. Underclass recognition will be scheduled on an annual basis in early fall. Recognition will be based on 1, 2, or 3 complete years of attendance; students will be recognized for their freshman year accomplishments in the fall of their sophomore year; sophomore accomplishments in the fall of their junior year; junior accomplishments in the fall of their senior year.

Accomplishments to be recognized at each school include:

- Exceeding performance predictions on EPAS assessments (EXPLORE, PLAN, ACT)
- Top 20% based on GPA
- Perfect attendance
- Service learning hours based on:
  - 25+ hours – 9th grade
  - 50+ hours – 10th grade
  - 75+ hours – 11th grade
- School Service

Schools may add additional recognition for the fall activities to recognize building-specific activities. (9/2007)

### **Academic Integrity**

District 230 seeks to establish an atmosphere in each classroom which actively fosters academic integrity. Teachers recognize that academic integrity is important to the learning environment. Students should also recognize that academic integrity is an integral part of the learning process. Definitions of academic dishonesty are included but not limited to: cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, wrongfully obtaining test copies or scores, representing someone else’s academic work as one’s own, altering grades/assignments, or student use of any unauthorized material in an attempt to present it as their own. This offense also includes anyone who assists another in cheating. Students will be afforded their Due Process Rights to determine violation of academic integrity. A charge of academic dishonesty will result in parent notification, counselor notification, a “zero” for the assignment, a possible referral to the Deans’ office, and exclusion from school related honor societies and scholarships including but not limited to National Honor Society, Mu Alpha Theta, and Department Academic Achievement Awards or any other applicable school clubs or organizations.

### **Repeating For a Higher Grade**

A student may repeat a course previously taken as an audit or for credit. If the credit option is used:

1. The higher of the two grades will be used to compute GPA and rank.
2. Both of the two grades will remain on the transcript. No credits or qualifying points will be issued for the lower grade.
3. "Withdrawal from Class" guidelines will apply, however, there will be no GPA penalty for an "F" withdrawal grade or "F" semester grade if the student takes the class a second time.
4. Students and parents should complete the appropriate form from the guidance department in order to participate in this option.

### **Reporting of Grades – Online Gradebook**

Parents and students should log on via the school website to check student status in courses on a regular basis. Staff will post grades in the online gradebook at least once every 10 school days OR will post a message stating when the next update will be available.

### **Final Evaluations (Policy 6:280-AP3)**

- 1) All students, except students in their final semester before graduation who are performing "A" quality work in a course, shall participate in a final evaluation in each course at the conclusion of each semester. The purpose of the final evaluation is to assess the student's mastery of course objectives.
- 2) The final evaluation shall consist of one or more of the following formats:
  - a) Formal written examination which gives appropriate evidence of course mastery.
  - b) Take home examination which gives appropriate evidence of course mastery.
  - c) Creative product (written, constructed, or performed) which gives appropriate evidence of course mastery.
  - d) Oral examination which gives appropriate evidence of course mastery.
  - e) Other forms of evaluation which give more appropriate evidence of course master, as approved by the department/division chair.
- 3) Final evaluations shall be administered on the designated days at the end of each semester. Exceptions must be approved by the department/division chair.
- 4) The grade received on a final evaluation shall be entered into the Final Examination column of the report card.
- 5) Semester exams are a required assessment in all courses. Exams are scheduled the last three days of each semester to demonstrate student's mastery of course material. We encourage families to avoid scheduling trips during these three days, but understand that circumstances arise in families that may make it necessary for a child to be absent one or more of these scheduled exam days. For final exams that are not project-based which may be turned in ahead of time, Consolidated High School District 230 does provide for an early semester exam option at parent cost. The cost for EACH exam taken ahead of time is equal to the pay rate for early semester tests outlined in the Teachers' Association agreement to cover staff salaries for time needed to prepare and administer the exam.



Students should alert their counselors and teachers as soon as possible to allow time to plan for the early administration of exams. Students with final projects due should consult individual teachers for due dates. Students who fail to appear for the semester exams, except in cases of illness or emergency, will be required to pay the same fee for each late exam. DATED: January 1, 2001 REVISED: May 2004; November 2005; September 2007; November 2007; May 2012

## Enrollment Information

To enroll in District 230 a parent or legal guardian must provide the following items:

1. A certified or registered birth certificate for the student.
2. Proof of residency within the District by providing the required number of documents from each of the following categories: (required annually)

### **Category I (one document required)**

- Most recent property tax bill and proof of payment, e.g. canceled check or form 1098 (homeowners)
- Mortgage papers (homeowners)
- Signed and dated lease and proof of last month's payment, e.g. canceled check or receipts (renters)
- Letter from manager and proof of last month's payment, e.g. canceled check or receipt (trailer park residents)
- Housing letter (military personnel)
- Letter of residence from landlord in lieu of lease (7:60-E1)
- Letter of residence to be used when the person seeking to enroll a student is living with a District resident (7:60-E2)

### **Category II (3 documents showing proper address are required)**

- Driver's license/state ID card
- Vehicle registration
- Voter registration
- Most recent cable television and/or credit card bill
- Current public aid card
- Current homeowners/renters insurance policy and premium payment receipt
- Most recent gas, electric, and/or water bill
- Current library card
- Receipt for moving van rental
- Mail received at new residence

Military Personnel (must provide one of the following within 60 days after the date of student's initial enrollment)

- Postmarked mail addressed to military personnel
- Lease agreement for occupancy
- Proof of ownership of residence

Persons seeking to enroll a student must, if one exists, present court order, agreement, judgment, or decree that awards or gives custody of the child to any person (including divorce decrees that award custody of the child to one or both parents).

Non-parents seeking to enroll a student must complete and sign a "Evidence of Non-Parent's Custody, Control, and Responsibility of a Student" - form (7:60-E3). In addition, a completed "Statement of Transfer of Custody, Control, and Responsibility to a Non-Parent" must also be presented as part of form (7:60-E3) (Not required if the natural or adoptive parents are unavailable).

### 3. Physical Examination and Immunization Requirements.

The School Code of Illinois, Section 27-8 and District 230 Policy 7:100 require adherence to the following health standards established by the Department of Public Health and District 230 will strictly enforce these requirements:

- a) All students entering high school for the first time must have a complete physical examination reported on the specific State of Illinois "Certificate of Child Health Exam" form, signed by a licensed physician, Advanced Practice Nurse, or Physician's Assistant. This includes all freshmen and transfer students.
- b) All immunization dates since birth must include the month, day, and year recorded on the top portion of the physical exam form. Immunizations must meet required standards set by the Illinois Department of Public Health. Required immunizations are:
  - Three or more doses of Tetanus, Diphtheria, Pertussis-one dose must be Tdap.
  - Two doses of Measles vaccine are required. The first dose must be given on or after the student's first birthday to be accepted.
  - One dose each of Rubella and Mumps vaccine.
  - Three or more doses of Polio vaccine with the last dose given on or after the student's 4th birthday.
  - Three doses of Hepatitis B.
  - One dose of Varicella vaccine on or after the student's 1st birthday or proof that the student had chicken pox.
- c) Dental and eye examinations are strongly recommended.
- d) The health of your children is as important to us as their progress in school. Please make arrangements with your family physician, clinic, and dentist to have the necessary examinations obtained so that your children may receive their schedules on registration day. **SCHEDULES WILL NOT BE DISTRIBUTED WITHOUT PROPER PHYSICAL AND IMMUNIZATIONS DOCUMENTATION.**

School nurses will have access to an online database through the Illinois Department of Public Health to assist with verification of student immunization information.

***Violators of the CHSD 230 residency requirements will be prosecuted to the fullest extent of the law.***

### **Waiver of Student Fees**

Students whose parents are unable to afford student fees or whose parents are active in the military, may receive a waiver of fees, including lock rental and physical education towel rental charges. However, these students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment. Applications for fee waivers may be submitted by a student's parent(s)/guardian(s) who have been assessed a fee on a Fee Waiver Application Form available from the Building Principal.

A student shall be eligible for a fee waiver when the student is currently eligible for free lunches or breakfasts or the student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children). The Building Principal will give additional consideration where one or more of the following factors are present:

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal unemployment;
- Emergency situations.

The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of the student's fee.

## **Pupil Personnel Services (PPS)**

To address and accommodate the needs of all students, CHSD 230 provides a comprehensive Student Services program that features an integrated system of support. Interventions are coordinated and communicated between home, school, and in some cases outside agencies, and are designed to assist students with their academic progress, personal/social development and career planning needs. The goal of the delivery model is to integrate services to students in the following areas:

- 1) Academic/Career Guidance Services
- 2) Support Services (including crisis intervention, PPS team, community outreach)
- 3) Discipline Services
- 4) Special Education
- 5) Student Assistance Program (substance abuse)
- 6) Alternative Education Opportunities

## **Guidance and Student Services**

### **Academic and Career Guidance**

The guidance program is designed to help the student analyze strengths and weaknesses, plan a realistic and satisfying academic program and develop appropriate future plans.

Guidance and counseling services are available for every student to encourage and assist in planning educational programs to address student skills, motivation, and interests.

A second function of the counselor is to help students with post-high school planning. Using a variety of school resources, students are assisted in planning for educational, vocational and other growth experiences beyond high school. The counselor also works to encourage the appropriate social and emotional development of students and to facilitate communication between parents, students, school personnel, and the community.

### **Guidance Activities**

Guidance counselors in District 230 follow a specific sequence of activities, instruction, and discussions with students built on standards developed by the American School Counselor Association and our students needs. These standards cover the academic, personal/social and career development of each student.

Following is the calendar of activities planned for each grade level of student in order for you to see the entire Guidance program. Counselors will meet with students individually and in small groups, or present information to an entire class at one time. As the year progresses, you will notice that we spend more time with certain groups of students depending on their year in school due to deadlines related to various events and programs. We encourage you to inquire about and discuss these activities with your child.

We encourage you to contact your child's counselor if you have any questions about this program or the services your child receives.

### **Description of Activities**

#### **Freshmen – Semester 1**

Adjusting to High School & Intro to the Guidance Dept.

Signing up to see counselors/how to, when to, & why

Review High School expectations

- Career Cruising
- Organization skills/study skills
- Homework/expectations
- Preparing for high school classes
- Extracurricular activities
- Pass grade options – student handbook
- Importance of using planner

Individual Appointments as necessary in response to student needs

#### **Freshmen – Semester 2**

Review Individual Career Plan

- 4-year plan
- Graduation requirements
- Class percentiles

Introduce Standardized Test Interpretation – EXPLORE

- Review the Educational Planning and Assessment System results - EXPLORE scores in relation to ACT/WORKKEYS (PSAE)
- Review World of work/Career clusters data from EXPLORE

Discuss Post high school plans

- Military
- Apprentice
- Vocational
- 2-year college
- 4-year college

Introduce Registration process

- Pass out registration sheets, course selection guide, & discuss registration process
- Review Graduation requirements for college/non college bound
- Explain Pre-requisites and teacher recommendations for courses
- Provide Overview of classes
- Discuss Summer school opportunities
- Review four-year plan and relation to potential courses
- Review Individual Career Plan
- Revisit Standardized Test Scores

## Sophomores – Semester 1

Review Four-year plan/Standardized Test interpretation - PLAN

- Review Standards for transition, Predictions related to ACT/WorkKeys (PSAE), and world of work/career interest information

Review Individual Career Plan

Review timetable and plans for college placement examinations and significant tests

- ACT
- Preliminary Scholastic Aptitude Test (PSAT) National Merit Scholarship Qualifying Test (NMSQT)
- SAT I or II
- AP

Schedule Individual student appointments as necessary in response to student needs

## Sophomores – Semester 2

Review Four-year plan/Standardized Test interpretation - PLAN results

- Review Standards for transition, Predictions related to ACT/WORKKEYS (PSAE), and world of work/career interest information

Review Individual Career Plan and introduce Career Cruising applications

Review timetable and plans for college placement examinations and significant tests

- ACT
- Preliminary Scholastic Aptitude Test (PSAT) National Merit Scholarship Qualifying Test (NMSQT)
- SAT I or II
- Advanced Placement tests

Introduce Registration process

- Pass out registration sheets, course selection guide, & discuss registration process
- Review Graduation requirements for college/non college bound
- Explain Pre-requisites and teacher recommendations for courses
- Overview of classes
- Discuss Summer school opportunities
- Review four-year plan and potential courses
- Review Individual Career Plan

## Juniors – Semester 1

Review post high school prep calendar for junior & senior years

Review Four-year plan/graduation vs. college requirements

Discuss Testing: ACT, PSAE, AP, PSAT, NMSQT, SAT

Review Standardized Test - PLAN results and predictions related to ACT/WORKKEYS (PSAE)

Accessing Career exploration tools

Schedule Individual student appointments as necessary in response to student needs

College planning Introduction

- Attending the College Fair
- Attending High School College Night
- Transcript: how to read, use & obtain it
- Deciding who will write your recommendations
- Completing the Application process
- Access to college recruiters
- Use of college and career materials
- How to visit & choose a college
- NCAA Clearinghouse requirements for college athletics
- Accessing Scholarships & financial aid
- Discussing Moraine Valley options as appropriate

Prep for 2nd semester standardized tests – SAT and PSAE

- Discuss importance of tests
- Review preparation plans for tests
- Analyzing test scores & the ACT Standards of Transition
- Review the SAT as an option

Updating the Good-student insurance discount

Send Credit Review Letter at end of first semester

## Juniors – Semester 2

Post high school prep calendar for junior & senior years

Review Four-year plan/graduation vs. college requirements

Discuss Testing: ACT, PSAE, AP, PSAT, NMSQT, SAT

Review Standardized Test - PLAN results and predictions related to ACT/WORKKEYS (PSAE)

Accessing Career exploration tools

Prep for 2nd semester standardized tests – SAT, ACT, and PSAE

- Discuss importance of tests
- Review preparation plans for tests
- Analyzing test scores & the ACT Standards of Transition
- Review the SAT as an option

Conduct Credit review and send out letters

Introduce Registration process - Complete in January

- Pass out registration sheets, course selection guide, & discuss registration process
- Review Graduation requirements for college/non college bound
- Explain Pre-requisites and teacher recommendations for courses
- Overview of classes
- Discuss Summer school opportunities
- Review four-year plan and potential courses
- Review Individual Career Plan folder
- Revisit Standardized Test Scores

## Seniors – Semester 1

Review post high school prep calendar for junior & senior years

Review Four-year plan/graduation vs. college requirements

Discuss Testing as necessary: ACT , SAT, AP

Review Standardized Test results – ACT, SAT, and PSAE

Accessing Career exploration tools

College planning Review as necessary

- Attending the College Fair in the Fall
- Attending High School College Night in the Fall
- Transcript: how to request, interpret, and use
- Deciding who will write your recommendations
- Completing the Application process
- Access to college recruiters
- Use of college and career materials
- Final college selections
- NCAA Clearinghouse requirements for college athletes

Send Credit Review Letter or Jeopardy letter as necessary

Discussing Moraine Valley options as appropriate

Schedule Individual student appointments as necessary in response to student needs

## Seniors – Semester 2

Discuss testing as necessary: ACT, SAT, Advanced Placement

Review Standardized Test Results – ACT, SAT, PSAE

College planning Review as necessary

- Transcript: how to read, use & obtain it
- Deciding who will write your recommendations
- Completing the Application process
- Access to college recruiters
- Use of Media Center college and career materials
- Final college selections
- NCAA Clearinghouse requirements for college athletes
- Accessing Scholarships & financial aid
- Discussing Moraine Valley options

Send Credit Review Letter or Jeopardy letter as necessary

Review Four-year plan/post high school planning: Careers, trade schools colleges, military

- Review choices that have been made
- How to evaluate a college or trade school
- Deciding who will write your recommendations
- Completing the Application process

## **Guidance and Student Services Information**

### **Certificate of Completion**

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class. The building administration shall provide timely written notice of this opportunity to children with disabilities and their parents/guardians.

### **Course Load – Student Day**

The normal student day is seven periods. The normal course load for any one academic year consists of five academic courses plus Physical Education and lunch. Early release schedules are limited to students in approved school sponsored programs such as Cooperative Education.

Athletes and students participating in competitive co-curriculars should consult the Athletic Eligibility guidelines under the Athletic section of the handbook. This outlines course loads necessary to qualify or participate in Illinois High School Association affiliated contests and activities and the NCAA Clearinhouse.

### **Directory Information**

From time-to-time, military recruiters and postsecondary educational institutions request the names, telephone numbers, and addresses of our secondary students. The school must provide this information unless the parent(s)/guardian(s) request that it not be disclosed without prior consent. If you do not want military recruiters or institutions of higher learning to be given your secondary school student's name, address, and telephone number, parents must indicate this decision as part of the summer online registration process.

### **Honors/Advanced Placement Program**

Honors and Advanced Placement classes are available to District 230 students. Questions about the Honors/Advanced Placement program should be referred to the Division Chair of the department.

### **Home & Hospital Services (homebound)**

A student who is absent from school for an extended period of time or ongoing intermittent absences because of a medical condition may be eligible for instruction in the student's home or hospital. The student's physician must document the need for services by completing the form available from the guidance counselor. When homebound is approved as the most appropriate educational service, instruction will begin. Upon receiving a physician's release to return to school, the parent should contact the student's guidance counselor to schedule a re-entry meeting. Students returning to school after homebound instruction must report to the Nurses' office before going to class and present a physician's medical release allowing the student to participate in school.



## **Psychological Services**

The school psychologist is a support person for students and staff. The services provided include: evaluation of and recommendations regarding learning or behavioral difficulties of students to determine whether they might benefit from a special program or service; counseling of students; staff and parent conferences and consultations; referrals outside of school; and annual review of the placement of students in special programs or services.

All inquiries regarding school psychological services should begin by contacting the student's guidance counselor. This contact can be made by the student, teachers, or by the student's parents. The Pupil Personnel Services (PPS) Team must review all referrals for evaluation or assessment. This team will determine the appropriate action to address concerns regarding a student's academic, behavioral, or emotional growth.

## **Schedule Changes**

Schedule changes are made during specified times during the year. During the first five days of each semester, students may elect to change courses if space is available.

**Changes to schedules are not intended to be used as a means to change lunch periods, class periods, or instructors. Athletes should be aware of how schedule changes would impact their athletic eligibility.**

After the first five days of the semester, students, with staff and parent permission, may elect to drop a class and replace it with a study hall providing that the student is carrying the minimum number of courses to be considered a full time student. Students who drop a class during the first 9 weeks of a semester may be placed in a study hall and will not be permitted to transfer from the dropped class to another class.

During the second 9 weeks of a semester students receive an automatic failure grade in any course that is dropped. Students who have failed a yearlong course the first semester may be placed in a second semester course if space is available. Seniors will have first priority in such placement. If space is not available in a course, students will be placed in a study hall.

## **Social Work Services**

As an integral part of the Pupil Personnel Service Team the school social workers provide auxiliary supportive service to the educational mission of the district. The basic objective, compatible with that of education in general, is to assist students in realizing their learning potential when stress or other social/emotional factors are interfering. Primarily, the social worker's efforts are directed towards the improvement of the individual's academic functioning. The initial referral for social work can come from various sources: administrators, teachers, counselors, psychologists, special educators, nurses, parents, and the students themselves. Social workers assess school related problems and their possible causes. Based on this assessment, recommendations are made which may include: programming modifications, referrals to appropriate community resources, and/or school social work services. School social workers also provide crisis intervention as-needed, and engage in effective problem solving with students when appropriate.

Any student in the district may talk to a social worker. Students should go through the guidance department to arrange an appointment.

### **Speech & Language Therapy**

Any entering freshmen, transfer students, or students with a history of speech and language difficulties, and those referred by staff and parents will receive a screening by the speech and language therapist. If the results indicate an issue requiring further testing, a speech and language case study evaluation will be conducted. Any parent whose child is identified as having a speech or language issue will be notified by letter.

### **Student Services Team**

The District 230 Student Services model is aligned with The National Standards for School Counseling Programs. These standards coordinate goals, expectations, support systems and experiences for students, parents, and staff to engage in conversations about expectations for students' academic success and the role of Student Services programs in enhancing student learning to the fullest extent.

Staff involved in the Student Services team includes:

- Associate Principal
- Guidance Director and Counselors
- Special Education Directors
- Psychologists
- Social Workers
- Nurses
- Student Assistance Coordinators
- Head Deans and Deans
- Regular Education and Special Education Staff (as needed)

### **Transferring Out of District**

Students who will be transferring out of District 230 must have their parent sign the appropriate paperwork before the transfer can be facilitated.

### **Transfer Students**

The credits of students who transfer to District 230 from schools that are recognized by the State Board of Education and/or accredited by the North Central Association or comparable associations will be honored. The Director of Guidance will evaluate transfer courses that are not offered in the District 230 curriculum. No credit will be granted toward graduation requirements for courses in religious or Bible studies. A minimum of one semester's attendance in District 230 during the senior year is required for granting of a diploma by District 230. The Building Principal must approve any exception to the above requirements.

### **Withdrawal From School**

Students who withdraw or are dropped from school during the first 9 weeks of a semester will not be penalized. All courses will be removed from their records. Students who withdraw or are dropped from school during the last nine weeks of a semester second or fourth nine

week period will receive an “F” grade for courses in which they are enrolled unless the withdrawal is for medical or other compelling reasons, in which case no grades will be recorded.

### **Work Permits**

Work permits may be applied for in the Guidance Office. If you are under age 16, you will need to provide the following:

1. Birth Certificate or Baptismal Record.
2. Statement of intention to employ signed by the prospective employer specifying what work you are doing and the title of the job.
3. Proof of physical exam completed within one year prior to application and signed by your physician or the school nurse.
4. Social Security number.
5. According to law, a parent, guardian, or custodian must accompany the minor when applying. Application should be made at least 48 hours prior to issuing the form.

Certain occupations are ineligible for work permits. Questions or concerns should be directed to the Guidance Office.

### **Standardized Tests**

A comprehensive testing program is provided for all students. The purposes of the testing program are to provide students, parents and professional staff members with information concerning student achievement, aptitudes, and interests. The following is an overview of testing services available.

- 8th Grade: EXPLORE Test
- Freshmen year: PLAN Test and Career Interests; Advanced Placement Students - AP tests (Spring)
- Sophomore year: Practice ACT, PSAT, Advanced Placement Students – AP Tests (Spring)
- Junior year: PSAT, ACT, SAT I/II, ACT/WorkKeys (PSAE), (Spring), Advanced Placement Students - AP Tests (Spring) , ASVA
- Senior year: ACT (Fall), SAT I/II (Fall) Advanced Placement Students - AP Tests (Spring), ASVA

Career testing is offered to all students at various times throughout their high school career.

### **Explanation of Tests**

- EXPLORE-This test is used to assess student academic progress, placement, and career interests for incoming freshmen.
- PLAN – This “Pre-ACT” evaluation is used to assess student progress and career interests in the freshman and sophomore year. It is written in the same style and format as the ACT College entrance test taken during the junior year.
- ACT – This multiple-choice achievement test contains questions on English, mathematics, reading and science. In addition, the Writing Test measures skill in

planning and writing a short essay. The test is administered to juniors as a part of the state of Illinois' Prairie State Achievement program. Students may also register for additional test dates. The ACT is used as most students' college entrance exam. Results may be forwarded to colleges upon request by contacting the Registrar in the Guidance Office.

- PSAT/NMSQT-Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test-pre-test offered to sophomores and juniors to prepare for the S.A.T., to assess college aptitude skills, to gain confidence in test-taking, and to begin to identify appropriate college choices. Scores are used to determine National Merit Scholars.
- PSAE, Prairie State Achievement Evaluation/ACT-The PSAE evaluates the progress that the high school and individual students have made toward meeting the Illinois Learning Standards. The American College Testing Assessment-college entrance evaluation-measures English, math, reading and science reasoning. Scores are used to determine Illinois State Scholars.
- SAT I: The Reasoning Tests-college entrance evaluation measures verbal and math aptitudes. Scores are used to determine Illinois State Scholars.
- SAT II Subject tests-(formerly Achievement Tests) Some colleges require 1,2, or 3 for admission. Check college catalogs to determine if needed.
- Advanced Placement-Standardized tests offered to students who take high school AP courses. Scores range from 1 (low) to 5. Colleges determine credit to be given or classes to be waived on basis of score earned. Check college catalog to determine eligibility.
- The Armed Services Vocational Aptitude (ASVAB) is a multiple-aptitude battery that measures developed abilities and helps predict future academic and occupational successes in the military.

### **Predicting ACT Scores as a 9th or 10th Grade Student**

The following formulas can be used to estimate and predict your PLAN and ACT scores for students enrolled in grade appropriate, academic or honors level courses:

- EXPLORE Score + 2 = Predicted PLAN Score
- PLAN Score + 4 = Predicted ACT Score

It is estimated that a score of 20 on the ACT portion of the 11th grade PSAE test and a 5 on the WorkKeys portion equates to a score of "Meets" on the state test. If your predicted score is less than 20, or not what you will need for college entrance, consider the following to improve your scores:

- Enroll in more challenging courses – particularly in Math and English or other courses requiring a good deal of reading (Your Math sequence should minimally include Advanced Algebra)
- Take advantage of practice materials and opportunities using time restrictions similar to test situations.
- Take a serious interest in all coursework.
- Take advantage of summer opportunities to get ahead or strengthen your skills.

## College Information

### Financial Aid Information

Financial aid information such as that listed below is distributed each year to all seniors. This information is also available to any interested students, parents, or community members.

1. The State of Illinois Student Aid Programs
2. Illinois Monetary Awards
3. General Assembly Awards
4. Special Education Grants
5. Vocational Rehabilitation Grants
6. Veterans Military Service Scholarships
7. Special Education Teacher Awards
8. Children of Veterans Awards
9. National Merit Scholarships - These awards are based on test results from the National Merit Scholarship Qualifying Test. Grants vary according to the need to the student.
10. Local Scholarships - These awards are given each year by various clubs and organizations in the area. Applications are available in the Guidance Office usually in February. Interviews are also held by the various groups.

Students interested in securing scholarships or awards listed above, or who are interested in financial aid in general, should contact the Guidance Department to check out eligibility requirements and to obtain applications.

### Scholarships & Awards

The Guidance Department has financial aid information to assist students and their parents with the important task of financing a college education. This information includes the many scholarships sponsored by clubs, organizations, businesses and foundations. A student guide to Federal financial aid programs is also available. This booklet contains the following information:

1. Federal Student Aid Programs
2. Pell Grants
3. Supplemental Educational Opportunity Grants
4. Stafford/Perkins Loans
5. College Work Study
6. Guaranteed Student Loan and PLUS Loans

## Credits and Class Designation

Classification of students as freshman, sophomore, junior or senior year students will be based on years of attendance.

### **Credit for Proficiency (Policy 6:320)**

Subject to the limitations in this policy and State law, the Superintendent is authorized to establish and approve a program for granting credit for proficiency with the goal of allowing a student who would not benefit from a course because the student is proficient in the subject area to receive credit without having to take the course. A student who demonstrates competency under this program will receive course credit for the applicable course and be excused from any requirement to take the course as a graduation prerequisite. No letter grade will be given for purposes of the student's cumulative grade point average. The Superintendent or designee shall notify students of the availability of and requirements for receiving proficiency credit. Proficiency credit will be offered in the following subject areas:

**World Language** – A student is eligible to receive one year of foreign language credit if the student has graduated from an accredited elementary school and can demonstrate proficiency according to this District's academic criteria, in a language other than English. A student who demonstrates proficiency in American Sign Language is deemed proficient in a foreign language and will receive one year of foreign language credit. A student who studied a foreign language in an approved ethnic school program is eligible to receive appropriate credit according to the level of proficiency reached; the student may be required to take a proficiency examination.

**Other proficiency testing** – The program for granting credit for proficiency may allow, as the Superintendent deems appropriate, course credit to be awarded on the basis of a local examination to a student who has achieved the necessary proficiency through independent study or work taken in or through another institution. Proficiency testing may also be used to determine eligible credit for other subjects whenever students enter from non-graded schools, non-recognized or non-accredited schools, or were in a home-schooling program.

### **Course Credit for High School Diploma**

The Superintendent or designee may investigate, coordinate, and implement a program for 7th or 8th grade students to enroll in a course required for high school diploma provided that: (1) the course is offered by the high school that the elementary student would attend, (2) the student participates in the course in an approved educational setting, and (3) the elementary student's enrollment in the course would not prevent a high school student from being able to enroll, and (4) the high school curriculum, assessments, and instructional materials have been approved for use in the elementary district's school, and the instructor is certified to teach the curriculum at the high school level.

A student in the District, or transferring into the District, who successfully completes a high school course, shall receive academic credit from the School Board. That academic credit shall satisfy the requirements of Section 27-22 of The School Code for purposes of receiving a high school diploma, unless evidence about the course's rigor and content show that the course did not address the relevant Illinois learning standard at the level appropriate for the high school grade during which the course is usually taken. Such a grade shall also be included in the student's grade point average in accordance with Board policy.

Students transferring into the District with high school course credit for courses that the student successfully completed pursuant to Section 27-22.10(a) of The School Code will be awarded credit according to State law. (2/2008)

## **Driver's Education**

According to Illinois School Code, each student must receive a passing grade in at least 8 academic courses during the previous 2 semesters prior to enrolling in a driver education course, or the student shall not be permitted to enroll in the course. In rare cases, after consulting with faculty and staff, the superintendent may waive this requirement. The same law applies to students who choose commercial driving schools. If a student has not met this requirement before taking the behind-the-wheel course at a driving school, the student will not receive a waiver afterwards.

## **Services Available to Students**

### **Health Services**

The School Nurse is available on a full-time basis to help students with their health problems, including:

1. Personal health conferences may be held with individual students at the student's request, teacher's request, or as the nurse deems necessary.
2. Tests for vision and hearing are done annually for designated students receiving special education services and on a referral by teachers or at the request of any student who feels he/she has a visual or hearing problem. Should there be any indication for further examination, notification is sent to the parents advising consultation with their family physician.
3. Standard first aid is available to those students who become ill or injured while at school. However, first aid is immediate and temporary care. Care beyond first aid must be provided by the parents or family physician.

If students have questions concerning their health, they should make arrangements to see the nurse. However, the student should remember that there are appropriate times to see the nurse and certain procedures to be followed:

- Get a pass from the teacher.
- Use good judgment as to the time to come to the health room.
- Come in for first-aid immediately following an injury that occurs at school, especially in physical education class.

### **Safe/Healthy Environment**

The Consolidated High School District 230 Board of Education recognizes the importance of maintaining a school environment that is free from communicable diseases. It also recognizes that a student with a communicable disease is eligible for all rights, privileges, and services provided by law and the district's policies. A student with a communicable disease will be dealt with on an individual basis in accordance with Board of Education Policy and specifics detailed in Board procedure 7:280. Copies of this procedure are available upon request from the Health Office.

### **Elevator Keys**

When a student is unable to walk up or down stairs because of a health problem or injury, an elevator key can be obtained from the Nurse as needed. If a student fails to return the key when it is no longer needed, or if the key is lost, then a fee will be assessed to the student.

### **Insurance**

SCHOOL ACCIDENT INSURANCE POLICY is offered to the students each year at a nominal fee. While the insurance is not compulsory PARENTS SHOULD REALIZE THAT THEY ACCEPT FULL FINANCIAL RESPONSIBILITY FOR ACCIDENTS TO THEIR CHILD WHILE THE STUDENT IS ON SCHOOL PROPERTY.

### **Medication** (Policy 7:270)

A student who must take any prescription or non-prescription medication during the school day must provide the school nurse with a written order (School Medicine Authorization form) for the medication from a licensed physician as well as a parent's written request for the nurse to administer the medication. Forms to allow the administration of medication at school are available in the nurse's office and on the school website. It is strongly recommended that parents present the completed form and medication to the Health Office. All medications will be kept in the nurse's office (with the exception of inhalers necessary to control asthma, diabetic medications and epi-pens). Any student receiving medication will be expected to provide their ID each time they take the medication. The administration of any medication will be documented in the student's health record.

### **School Nurse Release**

A student who becomes ill during the school day should report to the Health Office. A parent or parent designee will be contacted and must sign out the student in the Health Office if the student is going home. Verbal permission must be obtained if the student will be driving home if parked in the school lot. All other dismissals are handled as off-campus passes through the Attendance Office.

### **Physical Education Absence**

When a health care provider removes a student from physical education class, he or she must also write a re-entry note unless a specific time-frame is provided on the original note. A student may also be excused from participating in physical education class with a parent or athletic trainer note (for an in-season athlete). The physical education handbook provides the specific time-frame guidelines and further information about physical education policies and procedures.

### **Cashier's Office**

The Cashier's Office provides a variety of items for student purchase including: PE uniforms, locks and workbooks. Hours will be posted on the cashier's window at the beginning of school. All items for sale in the cashier's office must be paid in full at time of purchase.



## Cafeteria

A cafeteria is maintained for the benefit of students. A debit card program is available to all students. Through participation in the subsidized National School Lunch and Special Milk Programs, it is possible for hot lunches and milk to be served at a reasonable cost to students.

## Media Center

The Media Center plays an important part in the school's educational program. In addition to providing recreational reading, the Media Center offers a variety of media resources. The media staff is available to assist students with their research and project needs. Students may come to the Media Center during the school day with a pass from one of their academic teachers. Students are expected to stay in the Media Center the entire period unless otherwise stated on the pass. No pass is necessary before and after school. The Media Center will be open for extended hours. Check the school webpage for details for your school.

### Media Center Rules

- The student I.D. serves as the library card. Students must have their school I.D. to sign in and check out books. Students may only check out books for themselves.
- Most books are checked out for a 3-week period. Overdue fines are .10 per school day for books and .50 for reference materials and flash drives. Students who have not paid fines and returned all overdue materials may not check out additional resources. Most reference books, magazines, and newspapers do not circulate.
- Students/parents are responsible for paying the replacement cost plus any processing fees for damaged or lost library materials or AV equipment.
- Students should be working on an assignment or reading quietly and should not disturb others. Sleeping is not allowed.
- No food, drink, jackets, or hats are allowed. Music players and cell phones should not be visible or used in the Media Center.
- Prior to accessing the Internet, students must be familiar with the school's acceptable use policy. No emailing, game playing, Internet surfing, or accessing music through the computer is allowed. Computers are to be used for educational purposes.

## Co-Curricular Activities, Clubs and Athletics

### Appearance & Attitude

The student participant will be expected to make a neat personal appearance for contests and practices. This includes street clothes and uniforms. Participants must conduct themselves in such a manner as to contribute to good morale.

### Banquets & Awards Night

Awards nights are considered an extension of the season and participants are expected to be present. (Unexcused absence could jeopardize an athlete's award).

## **Athletics**

### **Adapted P.E. and Doctor's Excuses**

If an athlete has a medical excuse from all physical education activities, he/she will not be permitted to participate in any phase of the athletic program. An exception to this rule would have to be approved by the Athletic Director and School Nurse.

## **Attendance**

- Two unexcused absences from practice shall be sufficient cause for dismissal from any squad.
- In order for an athlete to obtain an excuse from practice or game, the participant must personally contact the coach in advance.
- Participants must be present in school on the day of the game or practice session.
- Participants must be in school the Friday preceding a Saturday contest or practice.
- Some exceptions exist. These must be cleared in advance through the Deans' and Athletic Director's offices.
- All participants are expected to be prompt in reporting for practice. Continued tardiness (twice) could result in disciplinary action being taken by the coach. Habitual tardiness shall result in dismissal from the squad.

## **Awards**

Participants will be eligible for a varsity letter upon participation in a minimum of 2/3 of the varsity contests as a member of the varsity squad or earn a specified number of meet points. Awards will be made to a senior who has been a member of the athletic squads in a particular sport for four years without earning enough participation time to earn a letter. When students who are participating on a squad are injured and are thereby kept from earning enough participation time in and of the contests, the recommendation of the coach will be adhered to. In special instances athletes will be eligible for awards upon the approval of the athletic director. To be eligible for an award the student must adhere to the rules established by the Athletic Department.

## **Changing Squads in Season**

Switching from one team to another is discouraged. A change will be made only with the approval of both of the coaches involved and the Athletic Director.

## **Clearances**

The following forms must be completed and on file before any athlete will be allowed to participate in practice session or game:

- Parent Permission/IHSA Physical Exam Card/Insurance Purchase or Waiver Form.
- Eligibility. Must have successfully passed 20 hours of work the preceding semester (4 full credit courses-any courses except physical education).
- Parents will complete sign-off acknowledging IHSA performance enhancing drug testing (Review final policy)
- Must be passing work in 20 hours each week during the season.
- Must not have reached their 20th birthday. A student is not eligible for the season in which he/she becomes 20.

- Must adhere to all IHSA eligibility rules.
- Eligibility may be regained by summer school attendance.

### **Eligibility**

To be eligible for participation in Illinois High School Association affiliated contests a student must be passing at least 20 hours of classroom work per week, excluding Physical Education (20 hours equal's 4 full credit courses) and have passed at least four (4) subjects excluding P.E. the previous semester. Parents and students are encouraged to consider these eligibility requirements before requesting schedule changes or dropping classes.

### **Equipment**

The participants are responsible for all equipment issued to them. Until issued equipment is returned or paid for, athletes will not receive awards or participate further in the athletic program. Athletes are expected to keep their equipment clean and in good repair.

### **Injury Report**

Following an injury, the participant must report to the nurse's office to complete an injury report for the student medical record. Injured athlete must report to athletic trainer to complete athletic injury report

### **Insurance for Athletics**

All students participating in the co-curricular athletic programs are required to carry school accident insurance or to SIGN a school insurance waiver that indicates they are insured by another policy. These waiver forms are available in the Athletic Director's office and are available at schedule pick-up.

### **Physical Examination**

Candidates for athletic teams are required to have an annual physical examination. The examination attempts to detect impairments of the heart, respiratory, skeletal and muscular systems that would interfere with fitness for athletics.

### **Supervision**

Participants are not to be in locker rooms at any time unless a coach is present. Squad members must enter and leave building through the designated activity doors. Squad members are to remain in the specific area being used for their activity. Any participant, while a member of a team representing the schools of District 230, who destroys, damages, defaces, breaks or steals any property, will be immediately dismissed from the team and must pay for this property damage.

### **Transportation**

Participants are to go and come home on transportation provided by the school. EXCEPTION: A parent may take the participant home providing it is satisfactory with the coach. The parent must personally contact the coach. On overnight trips, participant must have a signed Parent Notification Form on file before being allowed to make the trip. Eating on the bus will not be permitted unless the bus is at its destination. Participants are expected to leave the bus as

clean as it was when they boarded it. The participant is expected to help the coach make sure that litter has been picked up and discarded upon exit. Participants are expected to behave in a courteous manner on the nightly extra-curricular activities run.

## Co-Curricular Honor Code of Conduct

Participation in co-curricular activities is a privilege, not a right. As such, there are expectations in regard to conduct that are required for ongoing participation.

The goal of the co-curricular program is to provide opportunities for students to pursue interests and develop life skills beyond the classroom. An additional goal is to develop the skills of students which will allow them to compete to the best of their ability within the School Board policies and the by-laws of any association of which the school is a member.

Members must conduct themselves at all times, including after school and on days school is not in session, as good citizens and exemplars of their school and of District 230– they must behave in ways that are consistent with good sportsmanship, leadership, and appropriate moral conduct. They are expected to demonstrate good citizenship and exemplary conduct in the classroom, in the community, and during all facets of the activity.

The Honor Code of Conduct below describes the expectations and goals of the co-curricular program. This Code does not contain a complete list of inappropriate behaviors for students in co-curriculars. **This Honor Code of Conduct will be enforced 365 days a year, 24 hours per day.** A student may be excluded from activities or competition while the school is conducting an investigation regarding that student's conduct. A student found to be in violation of the Honor Code of Conduct while in school, on school property, or at a school-sponsored event, will also be subject to the Consolidated High School District 230 discipline guidelines and consequences.

Students and their parents/guardians are encouraged to seek assistance from the student assistance program regarding alcohol or other drug problems. Family or self-referrals will be taken into consideration in determining consequences for Honor Code of Conduct violations.

A student participating in a co-curricular will be subject to disciplinary action if he or she violates this Honor Code of Conduct for Co-Curricular Activities. Violations will be treated cumulatively, over four years, with disciplinary penalties increasing with subsequent violations.

The student shall not:

1. Violate the District's policies or procedures on student discipline;
2. Use, possess, buy, sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Use, possess, buy, sell, barter, or distribute tobacco in any form;
4. Use, possess, buy, sell, barter, or distribute any illegal substance, paraphernalia, or improperly use prescription medications
5. Use, possess, buy, sell, barter, or distribute any object that is or could be considered a weapon or any item that is a "look alike" weapon;

6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are discovered, used, possessed, bought, sold, bartered, distributed, and/or are being consumed by minors;
7. Haze other students.

**NOTE:** Any student who knowingly disregards or fails to act on coach's or activity sponsor's directive, or acts in violation of the parent-student handbook, may be subject to suspension or dismissal from a team or a group. The term will be determined by the coach/sponsor after consultation with the athletic director, activities director and/or the activity board. This Activity Honor Code of Conduct is enforced year round.

## CONSOLIDATED HIGH SCHOOL DISTRICT 230 CO-CURRICULAR HONOR CODE OF CONDUCT

The intent of the Honor Code of Conduct is twofold:

- provide students a reason to resist peer pressure and make good choices when drugs, alcohol, or tobacco are involved.
- provide students and their families an opportunity to seek help when poor choices are made involving drugs, alcohol, or tobacco.

Students who do not make good choices, as determined by the Dean's investigation, will be consequence as outlined in the Honor Code of Conduct and the District discipline guidelines.

### Activity Board

The Activity Board for each site shall consist of the following members: Principal and/ or Assistant Principal, Dean of Students, Athletic Director, and coach or activity supervisor/ sponsor.

The role of the Activity Board is to review, on an individual basis, each violation of the Honor Code of Conduct that is brought to this level and to determine appropriate consequences. The decision of the Activity Board and/or Administrator shall be final in determining consequences for students involved in athletic or performance-based activities.

### Reporting of Offenses

Reports of offenses committed outside of the school will be accepted from the following individuals:

- Consolidated High School District 230 staff or administration
- School Officials
- Law Enforcement Officials
- Student Voluntary Self-Admissions
- Parent of Student Committing Offense
- Identified Private Citizens (\*see below)

The intent of the Honor Code of Conduct is not to encourage adults to 'police' students in order to turn them in for punishment, however, if parents, or community members have witnessed or have firsthand knowledge of student behaviors that are in violation of the Honor Code of Conduct, they are encouraged to contact the high school Deans' office immediately to schedule a time to meet with administration to share the information they have.

## **Voluntary Admission**

A voluntary admission shall occur when a student or parent initiates communication and admission with a certified employee of the school district before the student is arrested, detained, confronted or apprehended by any law enforcement personnel, school personnel, other governmental personnel or a private citizen. The voluntary admission to the coach/sponsor/athletic or activities director must occur on the first school day following the rule violation. A student voluntarily admitting to a violation of the Honor Code of Conduct on a first offense will not be subject to any loss of competition or performance time. The student may use voluntary admission only one time during his/her high school career and a student may NOT use voluntary admission if the rule infraction is already known by the school. The student will be required to attend an educational substance abuse program that has been approved by the school district.

Students not admitting to a violation during an initial investigation, who are later found to have committed the violation due to additional facts obtained by the Deans' office, will be processed with a Category C violation due to dishonesty and insubordination.

Students who are in the presence of drugs or alcohol but did not use either must voluntarily admit prior to the initiation of an investigation of the incident to avoid a classification of a Code A violation. If evidence becomes available at a later date that demonstrates the student was involved in the use of drugs or alcohol at the incident, a Category C violation will be applied.

A voluntary admission for a second offense will count as a first offense including loss of contests or performances as outlined in the Honor Code of Conduct, provided that the student has not used a voluntary admission previously. The purpose of this provision is to allow a student to seek help.

## **Application of Suspension from Performances, Activities, or Competitions:**

If any amount of the suspended number of performances, activities, or competitions cannot be fulfilled in the current season or school year, the student will serve the remaining suspended number of performances, activities, or competitions in their next season or activity.

Students involved in more than one athletic or performance activity during the time of the rule infraction will be subject to exclusions in each of the activities as outlined in the Honor Code of Conduct.

## **Chemical Awareness Seminars**

As part of its substance abuse prevention program, District 230 requires that all student/athletes and their parent(s) attend a chemical awareness seminar prior to the season. The seminars provide athletes and competitive co-curricular participants parents with important information about substance abuse prevention and inform them of the training rules they are expected to abide by. Attendance at one seminar each year is mandatory. Athletes and competitive co-curricular participants who do not attend a chemical abuse seminar prior to the season will be ineligible for competition.

## Honor Code of Conduct Suspension Chart

### Number of Suspended Dates, Games, Matches or Performances

Sport	Category A 1st offense	Category A 2nd offense Category B 1st offense	Category B 2nd offense
Badminton	2 dates	4 dates	9 dates
Baseball	4 games	7 games	18 games
Basketball	2 games	4 games	11 games
Bowling	2 dates	3 dates	8 dates
Cheerleaders - fall	1 date	2 dates	5 dates
Cheerleaders - winter	3 dates	5 dates	13 dates
Cross Country	2 dates	3 dates	8 dates
Football	1 game	2 games	5 games
Golf	2 dates	3 dates	8 dates
Gymnastics	2 dates	3 dates	11 dates
Pom pons - fall	1 date	1 date	3 dates
Pom pons - winter	1 date	2 dates	5 dates
Soccer	2 games	3 games	9 games
Softball	4 games	7 games	18 games
Swimming	1 date	3 dates	7 dates
Tennis	2 dates	4 dates	10 dates
Track	2 dates	4 dates	8 dates
Volleyball	2 matches	4 matches	11 matches
Water Polo	3 games	4 games	15 games
Wrestling	2 dates	4 dates	9 dates
Activity	Category A 1st offense	Category A – 2nd offense Category B – 1st offense	Category B 2nd offense
Band	2	3-4	8-10
Chess	2	3-4	8-9
Choir/Madrigals	1-2	2-4	5-10
Plays/Musicals/Variety Show/Orchesis	1	1	2
Group Interpretation	1	1	2
Science Club / J.E.T.S./W.Y.S.E.	1	1	2-3
Mathletes	1	1-2	3-4
Scholastic Bowl	1	1-2	3-4
Winter Guard	1	1-2	3-4
Speech Team	1-2	3-4	8-10
Youth Government	1	1	2

## Code of Conduct

VIOLATION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
<p><b>Category A:</b></p> <p>Use or possession of tobacco</p> <p>Attend a party or other gathering and/ or ride in a vehicle where alcoholic beverages and/or controlled substances are discovered, used, possessed, bought, sold, bartered, distributed, and/ or are being consumed by minors</p>	<p>Parent notification</p> <p>Suspension from participation based upon the approved suspension chart. If any amount of the suspended number of performances, activities, or competitions cannot be fulfilled in the current season or school year, the student will serve the remaining suspended number of performances, activities, or competitions in their next season or activity.</p> <p>The student will be referred to the Student Assistance Coordinator.</p> <p>The student will be required to practice with the group (unless suspended or expelled from school)</p>	<p>Parent notification</p> <p>Suspension from participation based upon the approved suspension chart. If any amount of the suspended number of performances, activities, or competitions cannot be fulfilled in the current season or school year, the student will serve the remaining suspended number of performances, activities, or competitions in their next season or activity.</p> <p>To participate again in any activities, the student must, at the family's expense, successfully participate and complete a school-approved alcohol or other drug abuse assessment and follow all recommendations from that assessment</p> <p>The student will be required to practice with the group, (unless suspended or expelled from school)</p>	<p>Suspension for one calendar year of performances, activities, or competitions.</p> <p>Any subsequent violations will result in removal from all performances, activities, or competitions for the remainder of high school career</p> <p>To participate again in any activities, the student must, at the family's expense, successfully participate and complete a school-approved alcohol or other drug abuse assessment and follow all recommendations from that assessment</p>



<p><b>Category B:</b>  <b>Use, possession, buying, selling, bartering, or distributing alcohol and/ or other drugs</b></p>	<p>Parent notification</p> <p>Suspension from participation based upon the approved suspension chart if any amount of the suspended number of performances, activities, or competitions cannot be fulfilled in the current season or school year, the student will serve the remaining suspended number of performances, activities, or competitions in their next season or activity.</p> <p>To participate again in any activities, the student must, at the family's expense, successfully participate and complete a school-approved alcohol or other drug abuse assessment and follow all recommendations from that assessment</p> <p>The student will be required to practice with the group (unless suspended or expelled from school)</p>	<p>Mandatory parent meeting with the Activity Board</p> <p>Suspension from participation based upon the approved suspension chart. If any amount of the suspended number of performances, activities, or competitions cannot be fulfilled in the current season or school year, the student will serve the remaining suspended number of performances, activities, or competitions in their next season or activity.</p> <p>To participate again in any activities, the student must, at the family's expense, successfully participate and complete a school-approved alcohol or other drug abuse assessment and follow all recommendations from that assessment</p> <p>The student will be required to practice with the group (unless suspended or expelled from school)</p>	<p>Suspension from performances, activities, or competitions for the remainder of the student's high school career.</p>
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<p>Category C: Gross Disobedience</p> <p>Sanctions for Gross Disobedience violations other than drugs and alcohol will be based on the nature of the offense and the number of offenses.</p>	<p>Mandatory parent meeting with Activity Board to determine consequence and plan for reinstatement</p> <p>Depending on severity, violations in Category C will result in suspension or removal from all performances, activities, or competitions for a minimum equal to a Category B, 1st offense suspension and up to 1 calendar year</p> <p>If the offense is related to a drug, alcohol, or tobacco offense:</p> <ul style="list-style-type: none"> <li>to participate again in any activities, the student must, at the family's expense, successfully participate and complete a school-approved alcohol or other drug abuse assessment and follow all recommendations from that assessment</li> <li>The student will be required to practice with the group (unless suspended or expelled from school)</li> </ul>	<p>Mandatory parent meeting with Activity Board to determine consequences and plans for reinstatement. Suspension for 1 calendar year of all performances, activities, or competitions.</p>	<p>Removal from all performances, activities, or competitions for the remainder of high school career</p>
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(The Honor Code of Conduct penalties do not limit the authority of the school Administration to apply appropriate discipline, but are applied in addition to disciplinary consequences outlined in the Parent-Student Handbook).

## Attendance

It is the goal of District 230 to provide each student with the best education possible. It is the responsibility of the student to avail himself/herself of every educational opportunity and the combined responsibility of the student and parent to ensure the student's regular daily attendance. Because the classroom learning experience is a vital component of the student's educational experience which cannot be duplicated, the following attendance regulations will be enforced.

### **Compulsory School Attendance (Policy 7:70)**

Whoever has custody or control of a child between the ages of 7 and 17 years of age (unless the child has graduated from high school) must cause the child to attend the district school wherein the child is assigned, except as provided by State law.

### **Absences**

Students and parents should realize that any absence will have an adverse effect on the student's grades and should strive to keep student absences to a minimum. All absences, single period or full day, beyond five (5) during a semester will be considered unexcused unless a written doctor's excuse (listing the exact dates of absence) is provided upon the student's return to school, or unless excused by the principal or his designee.

### **Calling in a Student Absence**

Sandburg	708-671-3195 or 708-671-3196
Stagg	708-974-7500
Andrew	708-342-5895 or 708-342-5896

On the day of a student's absence, the parent (or guardian) is required to call the attendance office in the morning and relay the following information:

- Student's name and ID number
- The name of the person calling and the relationship to the student (Please note that calls will only be accepted from parents or legal guardians who are designated as such in the student's personal file. Calls cannot be legally accepted from siblings, neighbors, relatives or parents who do not have custodial rights.)
- The reason for the absence
- The approximate length of the absence.
- If a student is absent for two or three days in succession, the parent should call each day. If the parent does not call the school, the student must report to the Deans' office for a readmit.

### **Attendance and Truancy (Policy 7:70)**

#### **Excused Absence**

The following reasons will be considered excused absences providing they are within the 5-day limit:

- Personal illness
- Doctor or dental appointment which cannot be scheduled outside of the school day
- Family emergencies

- Death in the immediate family
- Observances of religious holidays
- Authorized school activities.
- College visits: college visits should be made on weekends or holidays if possible. A junior or senior student who wants to schedule a college visit should obtain a college visitation form from the attendance office. This form should be completed and presented to the attendance office in advance of the visit. There will be a maximum of two college visits per year. College visits will not be allowed for colleges within 20 miles of the home school.
- Court appearances: it is the student's responsibility to notify the attendance office in advance of a scheduled court appearance. Appearance must be verified.
- Vacations: parents must request permission from the Deans' office for a student to be excused from school for a family vacation. NOTE: These days are included in the 5-day limit.
- Doctor's notes, medical excuses, court appearance verifications, religious observances, etc., must be submitted within 5 days of the absence.

### **Unexcused Absence**

The following reasons will be considered unexcused absences:

- Oversleeping, missing the bus, or car trouble.
- Planned absences if the student does not follow the proper procedures.
- Absences beyond the 5-day limit not excused by a doctor's note.
- Late call (any call not received on the day of the absence).
- Please NOTE: Students will receive a grade of "zero" for each day of unexcused absence.

### **Leaving Early/Off Campus Pass**

A student who becomes ill during the school day will be sent home by the school nurse with parent approval. The nurse's pass will be the student's excused absence slip upon returning to school.

No student shall leave school before the end of the day without permission from the Deans' office, unless the school nurse sends the student home. NOTE: Any student who leaves the building without authorization from the Deans'/attendance or nurse's office, or an off-campus pass called in by a parent, will receive disciplinary action. Students must pick up their re-admit slip in the attendance office prior to the start of their school day.

### **Make-up Work**

The responsibility for obtaining and completing make-up work after an absence and/or field trip rests solely with the student. Two days for each day of absence are allowed for the completion of make-up work (Policy 6:290 AP1). Failure to complete such work in a satisfactory manner within the time limit as determined by the teacher may result in a loss of credit for each assignment missed.

## Requests for Assignments

When students request assignments due to illness, a 24-hour turnaround period is necessary. Parents are urged to call the guidance office early in the day, so that the assignments can be picked up the following day. Students who are absent one day are responsible for finding out their assignments.

## Partial Day Attendance/Late Arrival

If a student arrives late, for any reason, he/she must report to the Attendance Office for a readmit. Failure to do so will result in a referral. All late arrivals, including 5 or more minutes to zero or first hour class, must be called in by a parent.

## Perfect Attendance

A perfect attendance award is presented to those students who complete four years of high school with no official absences. **An official absence is any absence which is recorded on the student's report card, including an excused absence.** Any questions regarding absences should be addressed to the Deans' office within thirty days of the end of a specific grading period.

## Tardy Procedure

A student is considered tardy if they have not crossed the threshold of the classroom door when the bell rings. If a student is more than five minutes late to class and the lateness is unexcused or unauthorized, the student will be counted as truant and receive a referral to the dean. Tardies are cumulative for all classes for one semester.

- 1-4: Teacher notice to student of tardy
- 5: 1 detention
- 6-7: 2 detentions
- 8-9: 3 - 6 detentions
- 10: 1 day out-of-school suspension
- 11+: Dean issued consequences (loss of privileges, detention, in-school suspension, out of school suspension)

## Truancy, all day

All day truancy is any student's absence from school without the prior notification of the school authorities by parent(s) or guardian(s).

## Truancy, by period

A period truancy is defined as an unexcused or unauthorized absence from a class, including tardiness, exceeding five minutes. Truancies are cumulative within a class, not across classes.

- 1st period truancy-disciplinary consequence and parent notification
- 2nd period truancy-disciplinary consequence and parent notification
- 3rd period truancy-disciplinary and parent notification and possible drop from class with a failing grade (students may be dropped on third cut of single class in one semester).

## School Safety

Per the School Safety Act, District 230 students will participate in bus evacuation drills, fire drills, lock down drills, and severe weather drills on an annual basis. All students should cooperate fully with school personnel in the event of an emergency.

### Anonymous Safety and Security Tip line

All three high schools have a Safety and Security Tip Line that is checked on a daily basis by the Deans. The purpose of this 24-hour line is to provide parents and students with an opportunity to leave a message related to Safety and Security with a Dean. If you believe that there is an issue the school officials should know about please call one of the following numbers and leave a message describing the information you have obtained:

- Carl Sandburg High School – (708) 671-3100 x3222
- Amos Alonzo Stagg High School – (708) 974-7400 x7222
- Victor J. Andrew High School – (708) 342-5800 x4222

### Registered Sex Offenders

We are providing this information as part of our ongoing efforts to work in partnership with parents and the community to keep our students safe.

A listing of registered sex offenders is available to the public at the following web site: <http://www.isp.state.il.us/sor/sor.cfm>

This information is also available for review at the Administration Center located at 15100 S. 94th Avenue, Orland Park, IL 60462. Please call the Assistant Superintendent for Instructional Services, at 708-745-5215 if you have any questions.

## Behavior and Discipline

District 230 believes in the development of self-discipline in each student. Parents, teachers and school officials are all partners in helping students acquire that self-discipline. At school, teachers are the first resource in fostering an orderly school atmosphere.

When a student is involved in a disciplinary matter, the student will be given individual attention in a positive, corrective way. Disciplinary action may range from warnings to detention to suspension from school. Expulsion from the school is the most serious option used in maintaining student discipline.

## Progressive Discipline

The CHSD 230 process for handling student behavioral problems is a progressive discipline policy that is consistently and fairly applied. The basis for such a process is a clear set of rules that students are required to follow. While the intent of discipline is to be positive and corrective, it nonetheless is still discipline. The progressive discipline process is designed to provide interventions to students involved in repeated offenses. It is the hope of the District 230 administration and staff that students involved in our schools will develop skills to manage their behavior effectively as a result of interventions designed and implemented by the PPS (Pupil Personnel Services) staff.

An Administrative Review will be held to address the needs of students repeatedly violating District 230's discipline policy. The Administrative Review Board will be comprised of an administrator, Dean of Students, the student's counselor, and any other personnel deemed appropriate by the administration. The Administrative Review Board will review current interventions and determine future needs/goals for the student. 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 purpose of school, or do not respond to corrective interventions that are part of progressive discipline process, will be excluded from school in a manner and period of time consistent with Consolidated High School District 230's Board of Education Policy, and State Law.

Violations of Consolidated High School District 230's Board of Education Policy 7:190 and student handbook discipline code will be recorded using the following point system (points are given to the student based upon the consequences he/she receives for his/her violation of policy).

- Consequence/Point Value (accumulated on a yearly basis - Accumulated points may be deducted, to a maximum of 4 per month if there has been no disciplinary action taken in a month.)
  - One-hour detentions- .50point
  - 3-6 hour detentions - .75 point
  - All day in-school suspension - 1.0 point
  - 1 day out of school suspension – 1.5 point
  - 2 day out of school suspension – 2 points
  - 3 day out of school suspension – 3 points
  - 4 day out of school suspension – 4 points
  - 5 day out of school suspension – 5 points
  - 6 day out of school suspension – 6 points
  - 7 day out of school suspension – 7 points
  - 8 day out of school suspension – 8 points
  - 9 day out of school suspension – 9 points
  - 10 day out of school suspension – 10 points
  
- The following interventions will be initiated at the point thresholds indicated:
 

1-5 points	Parent Contact, Counselor, Teacher Depending on the severity of the infraction, a parent conference may be required
6-10 points	Required Parent Conference, Counselor, Teacher
11-15 points	Required Parent Conference, Counselor, PPS referral
16-20 points	Required Parent Conference, Administrative Review, Disciplinary Probation; school will restrict certain privileges. Such restrictions may include, but not be limited to, loss of driving privileges, pass privileges, assembly privileges, etc.
21-25 points	Required Parent Conference, Administrative Review, Administrative Probation; allows student a conditional enrollment in school, including a loss of participation in all activities.

If the student continues to violate District 230's Disciplinary Policy and reaches 30 points, the student will be suspended from school for a period of 10 days. During that 10-day period, a decision will be made to begin the process on one of the following:

- enrollment in the appropriate District 230 alternative education program
- recommendation to the School Board for an expulsion hearing
- if 17 years of age or older, he/she can voluntarily withdraw from District 230,
  - If a student chooses to withdraw from school during second semester, he/she is welcome to return the following Fall. He/she will be required to meet with the Dean of Students to sign a probation contract.
  - If the student's return is in the same school year, the student will return with 25 points
  - A student will have the ability to reduce points from his/her accumulated total by displaying appropriate behavior. Four (4) points will be deducted for each 30 school day period that passes without a referral to the Deans' Office.

It should be noted that the progressive discipline policy does not apply to serious major violations, which involve student safety, alcohol, or illegal substances/activities. These serious violations, regardless of discipline point total, may result in the student being recommended for expulsion. (Student Discipline, Policy 7:190)

### **IEP/Special Education Rules/Regulations**

All state and federal provisions related to students with special needs will be reviewed and applied as appropriate for all disciplinary interventions.

## **Safety and Discipline Terms**

### **Aggressive Behavior**

Aggressive behavior is defined as behavior that does physical or psychological harm to someone else and/or using 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. Students identified by staff as displaying aggressive behaviors that put them at risk for continuing aggressive behaviors shall be referred to the Deans' office. Aggressive behavior will include, but not be limited to, "bullying", defined as conduct and behavior toward other students that, to a marked degree, appear to terrorize, intimidate, or start fights with other students.

### **Alternative to Suspension (Policy 7:190)**

Students who are found under the influence of drugs or in possession of drugs (enough for personal use) may be given an alternative to suspension in which the suspension is reduced from 10 to 5 days provided the student meets the criteria of the program. Eligible students must complete a district-approved substance abuse screening (at parent(s)/guardian(s) expense) and follow the recommended treatment plan (at parent(s)/guardian(s) expense) in order to receive the reduced suspension. They remain on strict probation until the end of the school year. Further drug involvement may result in an expulsion hearing.



**Assault**

Use of words and/or violence with intent to do harm to another.

**Battery**

Intentional touching of another which is considered offensive or harmful; actual physical injuries need not be sustained.

**Bullying (Policy 7:190)**

Bullying is defined as aggressive behavior that does physical or psychological harm to a staff person or another student or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a computer or a school computer network, or other comparable conduct.

**Bus Conduct**

All students must follow the District's School Bus Safety Guidelines. Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including, but not limited to, the following:

1. Prohibited student conduct as defined in the Board policy, 7:190, Student Discipline policy;
2. Willful injury or threat of injury to a bus driver or to another rider;
3. Willful and/or repeated defacement of the bus;
4. Repeated use of profanity;
5. Repeated and willful disobedience of a directive from a bus driver or other supervisor;
6. Such other behaviors as the Superintendent or designee deem to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Video cameras will be used on school buses as necessary in order to monitor conduct and to promote and maintain a safe environment for students and employees.

Students are prohibited from tampering with the video cameras. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

The content of the video recordings are student records and are subject to District policy and procedure concerning student records. Only those people with a legitimate educational or administrative purpose may view the video recordings. If the content of a video recording becomes the subject of a student disciplinary hearing, it will be treated like any other evidence in the proceeding.

## **Cafeteria Conduct**

Students are expected to report to the cafeteria for their scheduled lunchtime before the tardy bell rings. Students who are late will be issued a tardy in accordance with the tardy policy. Students are expected to observe all school rules during their lunch period. It is also the responsibility of students to keep their individual eating area clean. Students will not be permitted to leave the cafeteria unless they have a pass or permission from the cafeteria supervisors. No food or beverages may be taken from the cafeteria, as students are not permitted to eat in any area of the building except the cafeteria.

## **Deans' Referral**

A Deans' referral is a written report of a student's inappropriate behavior. Students are expected to report immediately to the Deans' office with their referral. Failure to do so will result in further disciplinary consequences.

## **Detention**

A detention is a period of time in addition to the regular school day during which the student is required to be present at a designated location within the school. Detentions are usually assigned from 3:10 p.m. to 4:10 p.m., from 3:10 p.m. to 6:10 p.m., or from 7:05 a.m. to 8:00 a.m. A 24-hour notice of any assigned detention should be given to each student so that the student can notify parents. Failure to complete a 3:10 p.m. to 6:10 p.m. detention will result in a one-day suspension from school.

## **Dress Code (Student Appearance Policy 7:160)**

The attitude and behavior of the student body are influenced by dress and grooming. With the cooperation of parents, the school will continue to encourage all students to dress in a fashion that reflects good taste and a style appropriate for a school day. Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. If a style of dress or grooming appears to be disruptive to the educational process it will not be permitted in school. The Dean's decision is final regarding student appearance.

The following examples are offered as guidelines for appropriate school attire:

1. Pants must be worn at the waist (i.e., while standing, walking and sitting, top attire must touch bottom attire all the way around).
2. All undergarments must be covered by opaque outer attire.
3. Shoes must be worn in school at all times. Footwear that damages floor surfaces will not be allowed.
4. Clothing that is inappropriate, provoking, dangerous, distracting to or that creates a disturbance to the educational process (e.g.: displays or condones anti-social, immoral, or illegal behavior, or promotes or condones alcohol, tobacco, drugs, profanity, sex, death, gangs, etc. will not be permitted. "Off-color" or defamatory slogans related to ethnicity, culture, gender, etc on clothing are also prohibited.
5. Head coverings of any kind are not to be worn at any time in the building, unless required for religious or medical reasons. This includes all indoor extra-curricular events. These

items should be removed immediately upon entering the school building, and should not be put on (or carried) until exiting the building at the end of the day.

6. Sunglasses must not be worn in the building.
7. Wallet chains and spiked jewelry will not be permitted.
8. Outdoor jackets or coats of any type will not be worn or carried to class or anywhere in the building and should be stored in the students' locker during the regular school day.
9. Skirts, dresses, shirts worn with leggings, or shorts must extend below the fingertips/arms hanging to the side and must ride over the hips. The same rule will apply to slits in the skirt.
10. For females: tops must cover shoulders and back and not be revealing. Spaghetti straps are not allowed. Armholes must not be revealing.
11. For males: top attire must have sleeves, no tank tops allowed.

### **Electronic Devices**

Students may not use or possess electronic paging devices or two-way radios on school property at any time, unless the Building Principal specifically grants permission.

### **Cell Phones and Other Electronic Devices**

The possession and use of cell phones and other electronic devices, other than paging devices and two-way radios, are subject to the following rules:

1. They can be used in the Commons and Grill during lunch periods, and before/after school.
2. Ringers must be on "silent" or "vibrate." Speaker mode cannot be used, and voice must be kept at an appropriate level for school.
3. Ear buds with volume inaudible for others must be used when listening to music or recordings on cell phones or electronic devices.
4. Students must comply with staff directives related to use of electronic devices, including but not limited to: ending conversations, reducing volume, and/or issues of appropriate usage/language.
5. They must be off and out of sight in areas that include, but are not limited to, hallways, classrooms, libraries, Media Centers, mezzanines, detention, computer labs, locker rooms, washrooms, study halls, and in-school assignments, unless (a) the supervising teacher grants permission, (b) use of the device is included in a student's IEP, or (c) it is needed in an emergency that threatens the safety of students, staff or other individuals.
6. They may not be used for creating, sending, sharing, viewing, receiving, or possessing indecent visual depiction as defined in State law, i.e., sexting. Possession is prohibited regardless of whether the depiction violates State law. Any cellular phone may be searched upon reasonable suspicion of sexting or criminal activity. All sexting violations will require school administrators to follow student discipline policies in addition to contacting the police and reporting suspected child abuse or neglect when appropriate.

7. They may not be used in any manner that disrupts the educational environment or violates the rights of others, including using the device to communicate or take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.
8. Students are prohibited from using personal cell phones or other electronic devices to record any school activity, event, or school-related work without the consent of the supervising teacher.
9. Students are prohibited from posting or sharing pictures or video taken in school without the consent of the supervising teacher.

The School District is not responsible for the loss or theft of any electronic device brought to school.

### **Expulsion**

Expulsion is a decision by the Board of Education to exclude a student from school for more than ten days. A student may be expelled when he or she engages in serious misconduct that is dangerous or disruptive of the educational process. The types of misconduct that can lead to expulsion are listed hereinafter in the section titled "Rules and Regulations". PLEASE NOTE: The complete procedure for expulsion can be found in the Student Disciplinary Policy. Parents of special education students will find additional information in the Student Disciplinary procedure 7:190 which is available upon request. The decision of the Board shall be final regarding expulsions.

### **Grounds for Disciplinary Action**

The grounds for disciplinary action 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 or at any time;
2. Off school grounds at a school-sponsored activity, or event, or any activity 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 an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

### **Hallway Behavior**

Students are expected to exhibit appropriate behavior in the hallways prior to, during and after school. Students are expected not to use profanity, not to litter, and not to congregate in high traffic areas.

## **Hallway and Locker Decorations**

For health and safety purposes, hallway and locker decorations must be comprised of non-allergenic materials such as mylar and should not be a distraction to the educational process.

## **In-School Assignment (On Campus Assignment)**

An on campus assignment is a temporary exclusion of a student from his/her regular class or classes by a dean of students. The student is responsible for contacting his/her teachers and having them sign the in-school contract, thereby allowing the teachers an opportunity to prescribe appropriate class assignments.

## **Lockers**

Students must only use their assigned locker and should not share lockers with others. The ownership of the locker is retained by the school district. The district retains the right to inspect and search lockers at any time and under any circumstances. School authorities shall not grant the right of searching students' lockers to police or authorities other than those of the school district unless a valid search warrant has been obtained or such permitted search is otherwise permissible under the law.

Students are encouraged to remain in their assigned lockers and should not share their lockers with others. When a student shares a combination with others they jeopardize the security of the items in the locker. Students may not put personal locks on school lockers. All mechanical problems should be reported to the Deans' office.

## **Lost and Found**

Lost articles are turned into the Deans' Office. If an article is lost, the student should check regularly as it may take several days for the item to be turned in.

## **Off Campus Conduct**

All school rules and regulations will apply to students at any school-sponsored activity as well as to and from school. These activities/areas may be, but are not limited to, the following:

- Buses/bus stops, cabs;
- Dances;
- Field trips;
- Co-curricular activities.

## **Out-of-School Suspension**

An out-of-school suspension is defined as the temporary exclusion of a student from school for a period one to ten days in accord with Board policy. The student will not be able to attend or participate in extra-curricular activities starting with the end of the school day immediately preceding the suspension (including weekends and school holidays). This continues until the day the student is permitted to return to school. Out-of-school suspensions may be appealed to the board through due process, in accordance with Board Policy 7:200.

Students serving an out of school suspension are responsible for obtaining and completing make-up work. Two days for each day of suspension are allowed for the completion of

make-up work but shall not exceed a total of six (6) school days. Failure to complete such work in a satisfactory manner within the time limit may result in a loss of credit for each missed assignment.

### **Probation**

Probation is a period of time during which the school reserves the right to restrict certain privileges until the student's behavior allows him/her to be returned to good standing. Such restrictions may include, but not be limited to: loss of driving privileges, pass privileges, and assembly privileges.

Probation (Deans' Probation) or Strict Probation (Administrative Probation) is a conditional enrollment in school, or in a particular school activity or class, for a restricted period of time. If a student who has been placed on either probation or strict probation commits a major violation as defined by district policy, that student may be referred by the Principal for an expulsion hearing.

### **Searches (Policy 7:140)**

The district retains the right to inspect and search personal belongings, including vehicles, if there is reasonable suspicion to warrant the search. This includes the use of a breathalyzer if there is reason to believe the student may be under the influence of alcohol while on school property or while attending a school sponsored event. If student refuses a search or breathalyzer and there are observable signs of drug or alcohol use, consequences will be issued.

The administration may request the assistance of law enforcement officials to conduct inspections and searches of lockers, hallways and parking lots through the use of specially trained dogs.

### **Senior Lunch**

Seniors are given the privilege of a full lunch period. Seniors must remain in the cafeteria unless they have a pass to an authorized area. Seniors found out of the commons area, or acting irresponsibly, will be held accountable for the specific infraction and may be assigned to a homeroom and lose their full period lunch privilege.

### **School Resource Officers/School Police Liaison Officers**

The school resource officer is a member of the local police department of the town where the school is located. School campuses may have full or part-time resource officers to assist students and staff in matters of safety and security.

### **Student Identification Card**

At the beginning of the school year all students will be issued an I.D. card which is to be carried at school at all times; to be presented at all school activities for admission purposes; and to be presented to staff for hall passes to be issued. In addition, the I.D. card is used as a library card, a debit card and as a bus pass. Replacement of I.D. cards is available, for a fee, from the Deans' office.

## **Theft Reporting**

If you have something stolen, immediately report the theft to the Deans' Office. Please note that District 230 does not provide insurance against theft or loss of personal property and cannot reimburse for such losses. It is suggested that students not bring valuable personal items or large amounts of money to school.

## **Visitor's Pass**

No students from other schools or friends of students will be allowed to visit school while classes are in session.

## **Weapons (School Code S/10-22.6(d))**

Possession, use, control or transfer of any gun, rifle, shot gun or any other item if used, or attempted to be used, to cause bodily harm, including, but not limited to, knives, brass knuckles, billy clubs, "look-alikes" of any weapon described.

## **Transportation**

The Building Principal shall distribute the following rules to all students. Those students not qualifying for school bus transportation to and from school should receive a copy because they may from time-to-time be transported to school activities by school bus.

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
6. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
7. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
8. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
9. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
10. Never run back to the bus, even if you dropped or forgot something.

## Student Parking and Driving

Seniors with 14.125 credits and who have completed Service Learning requirements will be permitted to apply for a permit to park on school grounds. A School Board approved fee will be assessed for students issued a permanent parking sticker. Students who commute between two campuses will pay for a permit at their home school. A \$5.00 replacement fee will be assessed if stickers are lost. The parking sticker must be permanently displayed on the vehicle, and students may then park only in the designated area for students.

When a student requires a temporary parking privilege a parent must make the request by calling the Deans' office at least one day in advance. Students will be assessed a \$3.00 temporary parking fee. Students must park in designated "student parking" spaces and school officials may search cars on school property if the officials have reasonable suspicion that the car contains contraband material or substances.

Students who are on Deans' probation may have their permits revoked. Students who are on extended or administrative probation will have their permits revoked.



## Rules and Regulations

Although the actions listed below are comprehensive, the dean's office may institute alternative or additional consequences based on the infraction.

Infraction	Policy	Action
Academic Integrity	Engaging in academic dishonesty, including but not limited to, cheating, copying assignments, resource plagiarizing, wrongfully giving or receiving help during an academic examination, wrongfully obtaining test copies or scores, representing someone else's academic work as one's own, altering grades/assignments, or student use of any unauthorized material in an attempt to present it as their own. This offense also includes anyone who assists another in cheating.	<ul style="list-style-type: none"> <li>• Parent and counselor contact;</li> <li>• No credit is given for the assignment and/or the test;</li> <li>• Possibility for further consequences depending on nature and seriousness of offense.</li> </ul> Exclusion from school related honor societies and scholarships
Aggressive Behavior-Physical or Verbal	<p>Using and/or engaging in any form of aggressive behavior that does physical or psychological harm to someone else and/or using other students to engage in such conduct.</p> <p>No student or group may impede another's freedom to properly utilize school facilities and programs. Actions of students must not impede education activities. Disruptive behavior includes a student's disobedience of a reasonable order given by a staff member.</p> <p>Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying (physical or verbal) (defined as behavior and/or conduct towards others that, to a marked degree, appears to terrorize, intimidate or start fights with other students), aggressive posturing or other comparable conduct. Responding to aggressive physical behavior with aggressive physical behavior is considered aggressive physical behavior.</p>	<ul style="list-style-type: none"> <li>• Deans' referral</li> <li>• Notification of parents</li> <li>• Completion of State mandated documentation</li> <li>• Out of School Suspension 1 to 10 days</li> <li>• Possible recommendation for expulsion</li> <li>• Possible notification of police</li> </ul>

Infraction	Policy	Action
<p>Alcohol</p> <p>Using, possessing, distributing, purchasing, or selling</p> <p>School administrators may administer a breathalyzer test if reasonable suspicion is present to suggest students are under the influence of alcohol while on school property or during a school sponsored event.</p>	<p>Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession. The misuse of alcohol and other drugs, or any substance used to alter one's state of consciousness, is illegal and a health hazard. The attempt or intent to possess, use, obtain, or distribute any illegal or controlled substance, including alcohol and drugs, or any substance purported to be, or presented as an illegal or controlled substance by the student is prohibited. The distribution, transfer, or sale of any pharmaceutical or medical substance is also prohibited. The school strives to protect students from harmful drugs and chemicals and from those who sell or dispense these substances. Students may not possess, dispense, sell, conspire to sell or purchase, or be under the influence of such substances on school grounds, or at school-sponsored events. Misrepresentation or sales to other students of alleged drugs, "look-alike" drugs, alcohol or controlled substances are considered similarly serious offenses. This includes products advertised as non-alcoholic beverages such as "O'Douls", "Sharps", etc.</p>	<ul style="list-style-type: none"> <li>• Immediate suspension (1-10 days), and.</li> <li>• Possible Alternative to Suspension program (1st offense)</li> <li>• Notification to police</li> <li>• Possible recommendation for expulsion</li> </ul>
<p>Anonymity/ No ID (refusal to identify self).</p> <p>School personnel have the right to know the identity of all persons in the building.</p>	<p>Students must identify themselves upon request of duly assigned and identified monitors. Any student without an ID card should immediately go to the school office for a temporary ID. Students should carry cards at all times. When without a card, a student should identify himself by name and school upon request of responsible adult or monitor.</p>	<ul style="list-style-type: none"> <li>• Detention(s).</li> <li>• For more serious offenses:</li> <li>• Suspension</li> <li>• Parent conference for readmission.</li> </ul>
<p>Arson</p>	<p>Deliberate or reckless conduct which causes a fire on school premises is prohibited</p>	<ul style="list-style-type: none"> <li>• Suspension</li> <li>• Any student who deliberately sets a fire on school premises is recommended to the Board of Education for expulsion.</li> <li>• Student or family will pay restitution for damaged property.</li> <li>• Notification of police and fire officials.</li> </ul>

Infraction	Policy	Action
Assault, Battery or Fighting	Acts, including but not limited to those acts legally defined as assault, battery, aggravated assault and aggravated battery, as well as fighting or any other conduct which may endanger the health or safety of any person is prohibited on school property, at school sponsored events, and/or on any real property adjacent to or near school property or it poses a danger to the safety and well-being of students and staff in the school. Students have an obligation to retreat from any such aggressive behavior. Responding to aggressive physical behavior with aggressive physical behavior is considered aggressive physical behavior.	<ul style="list-style-type: none"> <li>• Immediate suspension for the remainder of the school day on which the aggressive physical behavior occurred</li> <li>• Notification of Parents and parent conference before readmission</li> <li>• Out of School Suspension 1 to 10 days</li> <li>• Possible recommendation for Expulsion</li> <li>• Notification of police</li> </ul>
Computer Violations and/or Vandalism (Violation of Acceptable Use Policy)	Inappropriate use of computers is prohibited. Please review the school district Technology Acceptable Use Policy	<ul style="list-style-type: none"> <li>• Deans' referral/parent notification</li> <li>• Loss of computer privileges</li> <li>• Possible restitution</li> <li>• Possible police notification</li> <li>• 3-6 Detention, suspension, or expulsion</li> </ul>
Dangerous Item - Possession	Dangerous items in a student's possession, but not used to do harm or as a threat to do harm, will be confiscated and appropriate action decided on a case-by-case basis.	<ul style="list-style-type: none"> <li>• Suspension and conference with parents</li> <li>• Possible recommendation for expulsion</li> <li>• Notification of police.</li> </ul>
Disrespect	Courteous behavior is expected of students as well as of adults handling students. Profanity, vulgarity (as established by court action), defiance of duly constituted authority (acts legally termed intimidation, criminal defamation, disorderly conduct and/or aggravated assault) are not tolerated.	<ul style="list-style-type: none"> <li>• Deans' referral,</li> <li>• Notification of parents, one to ten days suspension,</li> <li>• possible recommendation for expulsion</li> <li>• Police notification as necessary</li> </ul>
Disruptive conduct	Students may not interrupt the educational process. Students will be expected to honor the rights of ALL individuals to be present and receive an education in a manner that is respectful of all concerned.	<ul style="list-style-type: none"> <li>• In-School Assignment Pass and teacher remediation.</li> <li>• Detentions</li> <li>• Deans' suspension from class.</li> <li>• Parent/Counselor conference</li> <li>• Repeat offenses will result in in-school assignment for a period up to 5 days.</li> <li>• Behavior contract specifying student expectations</li> <li>• Parent Notification</li> <li>• Suspension</li> <li>• Possible recommendation for Suspension</li> <li>• Possible notification of police</li> </ul>

Infraction	Policy	Action
<p>Dress Code</p> <p>Inappropriate Attire</p>	<p>The following examples are offered as guidelines for appropriate school attire.</p> <ul style="list-style-type: none"> <li>• Pants must be worn at the waist (i.e., while standing, walking and sitting, top attire must touch bottom attire all the way around). All undergarments must be covered by outer attire and see through attire is not allowed.</li> <li>• Shoes must be worn in school at all times. Footwear that damages floor surfaces will not be allowed.</li> <li>• Clothing that is inappropriate, provoking, dangerous, distracting to or that creates a disturbance to the educational process (e.g.: displays or condones anti-social, immoral, or illegal behavior, or promotes or condones alcohol, tobacco, drugs, profanity, sex, death, gangs, etc.) will not be permitted. "Off-color" or defamatory slogans related to ethnicity, culture, gender, etc on clothing are also prohibited.</li> <li>• Head coverings of any kind are not to be worn at any time in the building, unless required for religious or medical reasons. This includes all indoor extra-curricular events. These items should be removed immediately upon entering the school building, and should not be put on (or carried) until exiting the building at the end of the day.</li> <li>• Sunglasses must not be worn in the building.</li> <li>• Wallet chains and spiked jewelry will not be permitted.</li> <li>• Outdoor jackets or coats of any type will not be worn or carried to class or anywhere in the building and should be stored in the students' locker during the regular school day.</li> <li>• Skirts, dresses, tops worn with leggings, or shorts must extend below the fingertips/arms hanging to the side and must ride over the hips. The same rule will apply to slits in the sides of any of the above.</li> <li>• For females: tops must cover shoulders and back. Spaghetti straps are not allowed. Armholes must not be revealing. For males: top attire must have sleeves, no tank tops allowed.</li> </ul>	<ul style="list-style-type: none"> <li>• Deans' referral.</li> <li>• Student will be placed in in-school assignment until proper attire can be obtained.</li> <li>• Possible Detention</li> <li>• Repeat offenders will be issued an all day in-school assignment/parent notification.</li> <li>• Parent notification.</li> </ul>

Infraction	Policy	Action
<p>Driving/Parking Violation</p> <ul style="list-style-type: none"> <li>• Reckless driving.</li> <li>• Unauthorized trip to vehicle during the school day.</li> <li>• Driving on a revoked parking sticker.</li> <li>• Use of vehicle in truancy (self or others).</li> <li>• Driving/parking without permission.</li> <li>• Driving/parking with an unauthorized sticker.</li> </ul>	<p>Only those student-operated vehicles for which car permits have been issued may be parked on school property. Cars must be locked from the time the student parks until the student leaves the campus at the end of the school day. Students must not go to their cars during the day unless permission is given by a dean. Cars on school property may be searched by school officials if the officials have reasonable suspicion that the car contains contraband material or substances.</p>	<ul style="list-style-type: none"> <li>• Deans' referral</li> <li>• Possible tow at owner's expense.</li> <li>• Immediate revocation of driving privileges.</li> <li>• Probation-loss of parking privileges for the duration of probation.</li> <li>• Possible police notification/ticket.</li> <li>• Possible loss of senior privilege.</li> <li>• Disciplinary consequences.</li> </ul>
<p>Drugs</p> <p>Illegal or Controlled Substances/Chemicals - Using, possessing, distributing, purchasing, or selling</p>	<p>Prohibited items:</p> <ol style="list-style-type: none"> <li>a. Any illegal drug, controlled substance, or cannabis</li> <li>b. Any anabolic steroid not administered under a physician's care and supervision.</li> <li>c. Any prescription drug when not prescribed for the student by a licensed physician or when used in a manner inconsistent with the prescription or prescribing physician's instructions.</li> <li>d. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (1) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (2) 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.</li> <li>e. Drug paraphernalia, including devices that are or can be used to: (1) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.</li> <li>f. Possession of prescription or over the counter medications without Nurse approval.</li> </ol>	<ul style="list-style-type: none"> <li>• Deans' referral.</li> <li>• Immediate suspension (1-10 days), and</li> <li>• Possibility for Alternative to Suspension program (1st offense)</li> <li>• Notification to police</li> <li>• Possible recommendation for expulsion</li> </ul>

Infraction	Policy	Action
	<p>Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.</p> <p>The misuse of alcohol and other drugs, or any substance used to alter one's state of consciousness, is illegal and a health hazard. The school strives to protect students from harmful drugs and chemicals and from those who sell or dispense these substances.</p>	
Drug Paraphernalia	<p>The possession of 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, (including but not limited to, rolling papers, one hitters, pipes, blotter paper, syringes, etc.) is prohibited on school property.</p>	<ul style="list-style-type: none"> <li>• One to ten day out-of-school suspension.</li> <li>• Alternative to Suspension program (1st offense)</li> <li>• Notification of police.</li> </ul>
<p>Electronic Devices</p> <p>(Cell phones, camera phones, paging devices, Radios, recording devices, iPods, MP3 Players or other electronic communication devices, laser pointers)</p>	<p>Students may not use or possess electronic paging devices or two-way radios on school property at any time, unless the Building Principal specifically grants permission.</p> <p>Cell Phones and Other Electronic Devices</p> <p>The possession and use of cell phones and other electronic devices, other than paging devices and two-way radios, are subject to the following rules:</p> <ol style="list-style-type: none"> <li>1. They can be used in the Commons and Grill during lunch periods, and before/after school.</li> <li>2. Ringers must be on "silent" or "vibrate." Speaker mode cannot be used, and voice must be kept at an appropriate level for school.</li> <li>3. Ear buds with volume inaudible for others must be used when listening to music or recordings on cell phones or electronic devices.</li> <li>4. Students must comply with staff directives related to use of electronic devices, including but not limited to: ending conversations, reducing volume, and/or issues of appropriate usage/language.</li> </ol>	<ul style="list-style-type: none"> <li>• Deans' referral</li> <li>• Detention (s)</li> <li>• 3-6 Detention</li> <li>• Suspension</li> </ul>

Infraction	Policy	Action
	<p>5. They must be off and out of sight in areas that include, but are not limited to, hallways, classrooms, libraries, Media Centers, mezzanines, detention, computer labs, locker rooms, washrooms, study halls, and in-school assignments, unless (a) the supervising teacher grants permission, (b) use of the device is included in a student's IEP, or (c) it is needed in an emergency that threatens the safety of students, staff or other individuals.</p> <p>6. They may not be used for creating, sending, sharing, viewing, receiving, or possessing indecent visual depiction as defined in State law, i.e., sexting. Possession is prohibited regardless of whether the depiction violates State law. Any cellular phone may be searched upon reasonable suspicion of sexting or criminal activity. All sexting violations will require school administrators to follow student discipline policies in addition to contacting the police and reporting suspected child abuse or neglect when appropriate.</p> <p>7. They may not be used in any manner that disrupts the educational environment or violates the rights of others, including using the device to communicate or take photographs in locker rooms or bathrooms, cheat or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.</p> <p>8. Students are prohibited from using personal cell phones or other electronic devices to record any school activity, event, or school-related work without the consent of the supervising teacher.</p> <p>9. Students are prohibited from posting or sharing pictures or video taken in school without the consent of the supervising teacher.</p>	

Infraction	Policy	Action
Ethnic/Racial Slurs	Students will be expected to honor the right of ALL individuals to be present and receive an education in a manner that is respectful of all concerned.	<ul style="list-style-type: none"> <li>• Parent notification.</li> <li>• Deans' referral</li> <li>• Immediate suspension, one to ten days</li> <li>• For more serious or repeated offenses: Filing criminal or civil charges against the offender with appropriate authorities and/or a recommendation to the School Board for expulsion</li> </ul>
False fire alarms Misuse of other school safety equipment.	No person may set off a false fire alarm, falsely report a fire or bomb threat, make threatening phone calls, use a fire extinguisher without cause, or misuse other school safety devices.	<ul style="list-style-type: none"> <li>• One to ten day out-of-school suspension.</li> <li>• Possible recommendation to the Board of Education for expulsion.</li> <li>• Possible restitution and notification of police and fire officials.</li> </ul>
Falsified Phone Call	Misrepresentation of parent, guardian or other duly authorized adult.	<ul style="list-style-type: none"> <li>• Deans' referral.</li> <li>• Notification of parent.</li> <li>• Detention(s).</li> <li>• In-school assignment.</li> <li>• 3-6 Detention.</li> <li>• Suspension</li> </ul>
Fireworks or Explosives	No fireworks or explosives are permitted on school property.	<ul style="list-style-type: none"> <li>• One to ten day out-of-school suspension.</li> <li>• Possible recommendation for expulsion.</li> <li>• Notification of police and fire officials.</li> </ul>
Food/Beverages outside commons	No food or beverages, with the exception of bottled water, are permitted to be taken from the cafeteria.	<ul style="list-style-type: none"> <li>• Deans' referral and/or detention(s).</li> </ul>
Forgery or misuse of school forms	School forms are for the use of authorized school personnel only.	<ul style="list-style-type: none"> <li>• Deans' referral and suspension and/or restriction of privileges.</li> </ul>
Gang Policy	Students are prohibited from engaging in gang activity. A "gang" is any group of 2 or more persons whose purpose includes the commission of illegal acts.  No student shall engage in any gang activity, including, but not limited to:	<p>Students engaging in any gang-related activity will be subject to one or more of the following disciplinary actions:</p> <ul style="list-style-type: none"> <li>• Deans' referral</li> <li>• Removal from extracurricular and athletic activities</li> <li>• Conference with parent(s)/ guardian(s)</li> <li>• Referral to appropriate law enforcement agency</li> </ul>



Infraction	Policy	Action
	<ol style="list-style-type: none"> <li>1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that are evidence of membership or affiliation in any gang.</li> <li>2. Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or hand-stakes) showing membership or affiliation in a gang, and</li> <li>3. Using any speech or committing any act or omission in furtherance of any gang or gang activity, including, but not limited to: (a) soliciting others for membership in any gangs, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school district policies, (d) inciting other students to act with physical violence upon any other person.</li> </ol>	<ul style="list-style-type: none"> <li>• Suspension for up to 10 days</li> <li>• Expulsion not to exceed 2 calendar years</li> </ul> <p>For severe acts including threat of life, or physical assault/battery, upon a staff member or student, request to the School Board for expulsion</p>
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.	<p>One or more of the following disciplinary actions:</p> <ul style="list-style-type: none"> <li>• Removal from the extra-curricular activities</li> <li>• Conference with parent(s)/guardian(s)</li> <li>• Referral to appropriate law enforcement agency</li> </ul> <p>Students engaging in hazing that endangers the mental or physical health or safety of another may also be subject to:</p> <ul style="list-style-type: none"> <li>• Suspension for up to 10 days</li> <li>• Possible recommendation for expulsion</li> </ul>
Illegal Sales	The unauthorized sale of any item to any other student is prohibited.	<ul style="list-style-type: none"> <li>• Deans' referral, and</li> <li>• Notification of parents, and</li> <li>• Suspension from classes, and</li> <li>• For acts involving the sale of stolen or illegal items, the possibility of police charges.</li> </ul>

Infraction	Policy	Action
Inappropriate language / Profanity	Profanity may not be used.	<ul style="list-style-type: none"> <li>• Deans' referral</li> <li>• Detention(s)</li> <li>• 3-6 Detention</li> <li>• All day in-school assignment</li> <li>• Suspension</li> </ul>
In Unauthorized Area	Students are to adhere to their individual schedule of classes (VJA – Includes underclassmen who go outside with seniors during their lunch period)	<ul style="list-style-type: none"> <li>• Deans' Referral</li> <li>• Detention or in-school assignment</li> </ul>
Insubordination Continual disregard of school rules, procedures and practices	Students are expected to respect and obey reasonable instructions of staff members. Any deliberate disobedience of a reasonable order by a staff member, or any deliberate student act of eluding or resisting just authority, will not be tolerated. Defiance of duly constituted authority will not be tolerated. The Dean will assess the severity of the behavior to determine the extent of consequence.	<ul style="list-style-type: none"> <li>• Deans' referral, and</li> <li>• Notification of parents</li> <li>• One to ten days suspension</li> <li>• Possible recommendation for expulsion</li> </ul>
Lighter and/or matches possession/use of	Possession or use of lighters and/or matches on school premises and buses is strictly prohibited.	<ul style="list-style-type: none"> <li>• Deans' referral</li> <li>• Detention(s) or suspension(s)</li> </ul>
Loitering	During passing times, students are expected to proceed directly towards their next class. Students are not to gather in groups and congest hallways. After school, students are expected to exit the building and school grounds by 3:10 p.m. unless they are participating in a school sponsored and supervised activity. If involved in this kind of activity, the student must be in the area of the activity by 3:10 p.m.	<ul style="list-style-type: none"> <li>• Deans' referral</li> <li>• Detention(s)</li> <li>• 3-6 Detention or all day in-school assignment</li> <li>• Probation/out-of-school suspension</li> </ul>

Infraction	Policy	Action
Lying/Dishonesty Misrepresentation of a material fact to school personnel	Students are expected to be truthful.	<ul style="list-style-type: none"> <li>• Deans' referral</li> <li>• Detention</li> <li>• In-school assignment</li> <li>• Out-of-school suspension</li> </ul>
Missed detention	Students are expected to attend all detentions assigned to them by school authorities.	<ul style="list-style-type: none"> <li>• Deans' referral</li> <li>• Additional consequences assigned. Repeated offenses may result in additional in-school assignments, 3-6 Detentions, or out-of-school suspension.</li> </ul>
Mob Action/Riot	Disruptive behavior by two or more persons acting together without justification or cause is prohibited.	<ul style="list-style-type: none"> <li>• Deans' referral, and</li> <li>• Notification of parents</li> <li>• One to ten days suspension or</li> <li>• Possible recommendation for expulsion</li> <li>• Police notification</li> </ul>
Out of class or building without permission.  This includes the following related infractions: students found in an unauthorized area of the building, walk-outs, out of the building, or off school grounds during the regular school day.	Students must not leave class without a written official pass from the teacher.  Students are not allowed to leave the building without the authorization of the dean or nurse.	<ul style="list-style-type: none"> <li>• Deans' referral</li> <li>• Parent notification</li> <li>• Detention(s)</li> <li>• In-school assignment</li> <li>• 3-6 Detention</li> <li>• Suspension</li> </ul>
Public display of affection	Inappropriate displays of affection will not be allowed.	<ul style="list-style-type: none"> <li>• Deans' referral</li> <li>• Notification of parents</li> <li>• Detention</li> <li>• Suspension</li> </ul>

Infraction	Policy	Action
<p>Sexual Harassment</p>	<p>Sexual harassment of any kind is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:</p> <ol style="list-style-type: none"> <li>1. denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or</li> <li>2. has the purpose or effect of: <ul style="list-style-type: none"> <li>• substantially interfering with a student's educational environment;</li> <li>• creating an intimidating, hostile, or offensive educational environment;</li> <li>• depriving a student of educational aid, benefits, services, or treatment; or</li> <li>• making submission to or rejection of such conduct the basis for academic decisions affecting a student.</li> </ul> </li> </ol> <p>The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, sexting, and spreading rumors related to a person's alleged sexual activities.</p> <p>Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal, Associate Principal, Dean of Students, or a Complaint Manager. Students may choose to report to a person of the student's same sex.</p>	<p>Action</p> <ul style="list-style-type: none"> <li>• Deans' referral</li> <li>• Notification of parents</li> <li>• One to ten day out-of-school suspension</li> <li>• Possible recommendation for expulsion</li> <li>• Possible notification of police.</li> </ul>

Infraction	Policy	Action
<p>Theft</p> <p>Stealing of school or personal property, (acts legally termed theft, robbery)</p>	<p>Stealing or attempting to steal school property or another person's personal property. No student or accomplice may take, deface, or destroy personal or public property. This includes, but is not limited to, the unauthorized taking, receiving, or holding property belonging to another, or in possession of items that don't belong to you.</p>	<ul style="list-style-type: none"> <li>• One to ten day out-of-school suspension</li> <li>• Possible recommendation for expulsion</li> <li>• Student or family will make restitution.</li> <li>• Possible removal from the class with loss of credit</li> <li>• Possible notification of police</li> </ul>
<p>Tobacco products</p> <p>Using, possessing, distributing, purchasing, selling or acting as a lookout for smokers</p>	<p>The use of tobacco is injurious to health; smoking constitutes a fire hazard and is an illegal activity on school grounds.</p> <p>Lookouts are those individuals who willfully disrupt duly appointed staff members in the performance of their duties. Possession or use of tobacco products on school premises, on buses, and at school-sponsored functions is strictly prohibited. This includes chewing tobacco/snuff. All tobacco products will be confiscated.</p>	<ul style="list-style-type: none"> <li>• 1st offense, 3-6 Detention. Police notification/ fine.</li> <li>• 2nd offense, 1 day out-of-school suspension. Police notification and/or fine.</li> <li>• 3rd offense, 3 day out-of-school suspension. Police notification and/or fine.</li> <li>• 4th offense, 5 day out-of-school suspension. Police notification and/or fine.</li> <li>• Subsequent smoking violations will result in 10 day out-of-school suspension, and/or notification of police,</li> <li>• possible recommendation for expulsion.</li> </ul>
<p>Trespass</p> <p>on school property/school sponsored events while suspended out of school</p>	<p>A student who has been suspended or expelled from school is not permitted to be on the school grounds or in the building at any time during the period of suspension or expulsion except for previously arranged appointments with a counselor or other staff member. Students may not attend any co-curricular activity, home or away, while on suspension or during term of expulsion.</p>	<ul style="list-style-type: none"> <li>• Additional suspension days may be applied.</li> <li>• Violation of this provision will result in police notification and appropriate action according to statutes of the Criminal Code of the State of Illinois.</li> </ul>
<p>Truancy</p>	<p>Students are expected to attend school daily and be on time. Student absence from school or an unauthorized absence from class exceeding 5 minutes without the prior notification of the school authorities by parent(s) or guardian(3)</p>	<ul style="list-style-type: none"> <li>• Parent notification</li> <li>• Detention</li> <li>• Possible drop from class</li> </ul>
<p>Vandalism</p> <p>Damage to Property/Defacing Property (acts legally termed damage to property, vandalism)</p>	<p>Causing or attempting to cause damage to school property or another person's personal property. No student or accomplice may take, deface, or destroy personal or public property.</p>	<ul style="list-style-type: none"> <li>• One to ten day out-of-school suspension</li> <li>• Student or family will make restitution.</li> <li>• Possible removal from the class with loss of credit</li> <li>• Possible recommendation for expulsion</li> <li>• Possible notification of police</li> </ul>

Infraction	Policy	Action
Weapons	<p>Any item used to inflict harm or used as a threat to do harm, will be considered a weapon, will be confiscated and a recommendation for expulsion will be automatic.</p> <p>A student who uses, possesses, controls, or transfers a weapon, or any other object that can reasonably be considered, or looks like, a weapon, shall be expelled for at least one calendar year, but no more than 2 calendar years. The Superintendent may modify the expulsion period and the Board may modify the Superintendent's determination, on a case-by-case basis. A "weapon" means possession, use, control, or transfer of (a) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (b) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs, or (c) "look-alikes" of any weapon as defined above. Any item, such as a baseball bat, pipe, bottle, lock, stick, pencil, and pen, is considered to be a weapon if used or attempted to be used to cause bodily harm.</p> <p>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.</p>	<ul style="list-style-type: none"> <li>• Suspension and conference with parents.</li> <li>• Recommendation for expulsion</li> <li>• Police notification.</li> </ul>

## Policies and Notifications

This handbook is only a summary of board policies governing the district; board policies are available to the public at the district office and online at [www.d230.org](http://www.d230.org). under About Us and then District Policies. The handbook and policies may be amended during the year without notice.

Consolidated High School District 230 does not discriminate on the basis of color, race, sex, nationality, religion, religious affiliation, disability, or any other unlawful basis of discrimination, as defined by the Illinois Human Rights Act and all other applicable laws in providing academic and co-curricular opportunities.

### Accommodating Individuals with Disabilities (8:70)

Qualified individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. Where appropriate, the District may provide to persons with disabilities separate or different aids, benefits, or services from, but as effective as, those provided to others.

The District will provide auxiliary aids and services where necessary to afford qualified individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

The Superintendent or designee is designated the Title II Coordinator and shall:

1. Oversee the District's compliance efforts, recommend necessary modifications to the Board, and maintain the District's final Title II self-evaluation document and keep it available for public inspection, for at least 3 years after its completion date.
2. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability which will require special assistance or services and, if so, what services are required. This notification should occur as far as possible before the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent or designated Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

Complaint Managers:

Name Dr. Kim Dryier

Address 15100 South 94th Avenue

Orland Park, Illinois 60462

Telephone No. 708-745-5215

LEGAL REF.: Americans with Disabilities Act, 42 U.S.C. §§ 12111 et seq. and 12131 et seq.; 28 C.F.R. Part 35. Rehabilitation Act of 1973 §104, 29 U.S.C. §794 (2006).

105 ILCS 5/10-20.46.

410 ILCS 25/, Environmental Barriers Act.

71 Ill.Admin.Code Part 400, Illinois Accessibility Code.

CROSS REF.: 2:260, 4:150

ADOPTED: October 4, 1999

REVISED: August 2010

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

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/guardian believe that it is necessary for the student to take a medication during school hours, or school-related activities, the parent/guardian must request that the school dispense the medication to the child 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 submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form." The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-

administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must 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 an epinephrine auto-injector and/or medication or the storage of any medication by school personnel. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parent(s)/guardian(s) of students.

LEGAL REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, and 5/10-22.30.

ADOPTED: October 4, 1999

REVISED: February 19, 2001; August 19, 2002; March 22, 2007

## Aggressive Behavior Reporting Letter and Form (7:190-E)

Date

Dear Parent(s)/Guardian(s)

A staff member reported that your child or ward engaged in aggressive behavior (see attached referral form).

Illinois law requires a school district to notify the parent or guardian of a child who engages in aggressive behavior, including bullying. 105 ILCS 5/10-20/14.

This early notification is intended to help all of us work together to avoid repetition of the behavior.

I recommend:

- We discuss next steps in person or over the telephone. I will telephone you to schedule a face-to-face or telephone conference.
- Counseling services, specifically:
- Non-District affiliated psychological services.
- Alternative school assignment, specifically:
- Community agency services, specifically:

Together, I am confident we can help your child or ward understand that aggressive behavior is not allowed at school.

Building Principal/Designee

Describe follow-up:

### Aggressive Behavior Reporting Form

State law requires a school district to notify the parent or guardian of a child who uses aggressive behavior, including bullying, at school. 105 ILCS 5/10-20.14. School board policy prohibits student's using aggressive behavior while at school that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct.

Please complete this form if you witness or hear about a student engaging in aggressive behavior and give it to the Building Principal or designee. The Building Principal or designee will notify the parent(s)/guardian(s) and provide suggestions for early intervention, if appropriate.

Student Name:

Attendance Center:

Describe the incident with as much detail as possible; add additional sheets if necessary.

Date: Time: A.M./P.M. Total time of the incident:

Specific location: Injuries sustained:

Other students present: Adults present and their roles (parent, teacher, administrator, adult school visitor, etc.):

Precipitating acts and/or statements: Reasons that incident ended:

Statements (verbatim, if possible) made during the incident and the speakers' names:

Weapons present, including objects used as weapons but not normally considered weapons:

All other information describing the incident:

Reporter's Name (please print)

Signature

Date

Reporter's position and reason for being present:

Address:

Telephone:

(If not a District Employee)

DATED: September 2001

UPDATED: February 2006; October 2006



## Application for Fee Waiver (4:140-E1)

To be submitted to the Building Principal

Student's Name (please print) \_\_\_\_\_ School \_\_\_\_\_

As the parent/guardian of the above-named student, I request a waiver of school fees.

I am asking for a waiver of school fees because: (please check at least one box)

The above-named student (or student's family) is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children, AFDC) and evidence of participation is enclosed;

The above-named student is currently eligible for free meals pursuant to 105 ILCS 125/1 et seq.;

The parent or guardian of the above-named student is currently serving active duty in the United States Armed Forces;

The parent or guardian of the above-named has suffered disability or death due to his/her active duty in the United States Armed Forces;

While none of the above four statements is true, there are other reasons why I am unable to afford the school fee assessed to the above-named student which are: (describe in detail)

Supplying false information to obtain a fee waiver is a Class 4 felony (720 ILCS 5/17-6). I attest that the statements made herein are true and correct.

Parent/Guardian (please print)

Address

Signature

Date

DATED: January 1, 2001

REVISED: July 2009; August 2009

## Attendance and Truancy (7:70)

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of 7 and 17 years of age (unless the child has graduated from high school), or (b) who is enrolled in any of grades, kindergarten through 12, in the public school regardless of age. These individuals must cause the child to attend the District school wherein the child is assigned, except as provided herein or by State law. Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Superintendent or designee.

Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with The School Code and School Board policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed.  
The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A process to telephone, within 2 hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
3. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in The School Code, Section 26-2a.
4. Methods for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information.
5. The identification of supportive services that may be offered to truant or chronically truant students, including parent-teacher conferences, student and/or family counseling, or information about community agency services. See Board policy 6:110, Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program.
6. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
7. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, Student Records, as well as State and federal law concerning school student records.
8. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.

9. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.
10. A process for a 17-year old resident to participate in the District's various programs and resources for truant. The student must provide documentation of his/her dropout status for the previous 6 months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, Students School Admissions and Student Transfers To and From Non-District Schools.
11. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum academic or attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

LEGAL REF.: 105 ILCS 5/26-1 through 16.  
705 ILCS 405/3-33.5.

23 Ill. Admin. Code §§ 1.242 and 1.290.

CROSS REF.: 6:110, 6:150, 7:10, 7:50, 7:60, 7:80, 7:190, 7:340.

ADOPTED: October 4, 1999

REVISED: February 19, 2001; January 27 2005; August 30, 2007; January 31, 2008; September 24, 2009

## **Bus Conduct (7:220)**

All students must follow the District's School Bus Safety Guidelines. The Superintendent, or any designee as permitted in The School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including, but not limited to, the following:

- 1 Prohibited student conduct as defined in the Board Policy 7:190, Student Discipline.
- 2 Willful injury or threat of injury to a bus driver or to another rider.
- 3 Willful and/or repeated defacement of the bus.
- 4 Repeated use of profanity.
- 5 Repeated willful disobedience of a directive from a bus driver or other supervisor.
- 6 Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

### **Electronic Recordings on School Buses**

Electronic visual and audio 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. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall reimburse the School District for any necessary repairs or replacement.

The content of the electronic recordings are student records and are subject to District Policy and Procedure concerning school student records; such recordings are exempt from the Eavesdropping Act. Only those people with a legitimate educational or administrative purpose may view and/or listen to the electronic video and/or recordings. If the content of an electronic recording becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

LEGAL REF.: Family Educational Rights & Privacy Act, 20 U.S.C. §1232(g); 34 C.F.R. Part 99.

105 ILCS 5/10-20.14, 5/10-22.6, and 10/1 et seq.

720 ILCS 5/14-3(m).

CROSS REF.: 4:110, 4:170, 7:130, 7:170, 7:190, 7:200, 7:340

ADOPTED: October 4, 1999

REVISED: February 19, 2001; December 21, 2006; January 31, 2008

## **Conduct Code for Participants in Co-Curricular Activities (7:240)**

The Superintendent or designee, using input from coaches and sponsors of co-curricular activities, shall develop a conduct code for all participants in co-curricular activities consistent with Board Policy and the rules adopted by the Illinois High School Association. The conduct code shall:

1. Require participants in co-curricular activities to conduct themselves at all times, including after school and on days when school is not in session, and whether on and off school property, as good citizens and exemplars of their school at all times, including after school, on days when school is not in session, and whether on and off school property, and
2. Notify participants that failure to abide by it could result in removal from the activity.

The conduct code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the Board.

All coaches and sponsors of co-curricular activities shall annually review the rules of conduct with participants and provide participants with a copy. In addition, coaches and sponsors of interscholastic athletic programs shall provide instruction on steroid abuse prevention to students in grades 9 through 12 participating in these programs.

#### Performance Enhancing Drug Testing

State law requires the Illinois High School Association (IHSA) to prohibit a student from participating in an athletic competition sponsored or sanctioned by IHSA unless the student has agreed, (a) not to use any performance-enhancing substances on IHSA's current banned drug list, and (b) to submit to random testing for these substances in the student's body if the student is in high school. In addition, the student's parent/guardian must sign a statement for IHSA containing specific acknowledgments including that the student, if in high school, may be subject to random performance-enhancing substance testing and that violating the laws regulating the use of performance-enhancing substances is a crime.

IHSA, with oversight from the Illinois Department of Public Health, administers a performance-enhancing substance testing program under which high school participants in athletic competition sponsored or sanctioned by IHSA are tested at multiple times throughout the athletic season for the presence in their bodies of performance-enhancing substances on the IHSA's banned drug list.

LEGAL REF.: Board of Education of Independent School District 92 v Earls, 122 S.Ct. 2559 (2002).

Clements v. Board of Education of Decatur, 478 N.E.2d 1209 (Ill.App.4,1985).

Kevin Jordan v O'Fallon THSD 203, 706 N.E.2d 137 (Ill.App.5,1999).

Todd v Rush County Schools, 133 F.3d 984 (7th Cir., 1998).

Veronica School Dist. 475 v Acton, 515 U.S. 646 (1995).

105 ILCS 5/24-24.

CROSS REF.: 5:280, 6:190, 7:190, 7:300

ADOPTED: October 4, 1999

REVISED: April 27, 2006; February 25, 2010

## Criminal Offender Notification Laws (4:170-AP2)

The following list describes laws protecting students on school grounds from individuals convicted of serious crimes:

1. A child sex offender is prohibited from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present unless specifically permitted by statute (720 ILCS 5/11-9.3). See Board policies 4:170, Safety; 8:30, Visitors to and Conduct on School Property; and administrative procedure 8:30-AP, Definition of Child Sex Offender.
2. Law enforcement must notify schools of offenders who reside or are employed in the county. See: (a) Sex Offender Community Notification Law, 730 ILCS 152/101 et seq., and (b) Child Murderer and Violent Offender Against Youth Community Notification Law, 730 ILCS 154/75-105. These laws are hereafter referred to as "offender notification laws." See also Board policy 4:170, Safety.
3. The School Code (105 ILCS 5/10-21.9 amended by P.A. 96-431) lists criminal offenses that disqualify an individual from District employment if the individual was convicted of one. It requires any person hired by the District to submit to a fingerprint-based criminal history records check. The law also requires a school district to check 2 offender databases for each applicant, (a) the Statewide Sex Offender Database (a/k/a Sex Offender Registry), [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor), and (b) the Statewide Child Murderer and Violent Offender Against Youth Database, [www.isp.state.il.us/cmvol/](http://www.isp.state.il.us/cmvol/). See Board policy 5:30, Hiring Process and Criteria; and administrative procedure 5:30-AP2, Investigations.
4. The provisions in The School Code described above also apply to employees of persons or firms holding contracts with a school district who have direct, daily contact with students. See Board policy 4:170, Safety.
5. Conviction of an offense listed in 105 ILCS 5/10-21.9, amended by P.A. 96-431, results in the automatic revocation of a teacher's teaching certificate (105 ILCS 5/21-23a).
6. The offender notification laws require law enforcement to ascertain whether a juvenile sex offender or violent offender against youth is enrolled in a school and, if so, to provide a copy of the registration form to the Building Principal and any guidance counselor designated by him or her. This registration form must be kept separately from any and all school records maintained on behalf of the juvenile sex offender. See Board policy 4:170, Safety.

#### Receipt of the Information from Law Enforcement

The Superintendent or designee shall notify the local law enforcement official or county sheriff that he or she is the District's official contact person for purposes of the offender notification laws. The Superintendent and/or Building Principal may at any time request information from law enforcement officials regarding sex offenders or violent offenders against youth.

The Superintendent will provide Building Principals and other supervisors with a copy of all lists received from law enforcement officials containing the names and addresses of sex offenders and violent offenders against youth.

The Building Principal or designee shall provide the lists to staff members in his or her building on a need-to-know basis, but in any event:

- A teacher will be told if one of his or her students, or a student's parent/guardian, is on a list.
- The school counselor, nurse, social worker, or other school service personnel will be told if a student or the parent/guardian of a student for whom he or she provides services is on a list.

No person receiving a list shall provide it to any other person, except as provided in these procedures, State law, or as authorized by the Superintendent. Requests for information should be referred to the local law enforcement officials or State Police.  
 Screening Individuals Who Are Likely to Have Contact with Students at School or School Events

Upon receiving a list of sex offenders or violent offenders against youth from law enforcement, the Superintendent or Building Principal, or designees, shall determine if anyone is listed who is currently a District employee, student teacher, or school volunteer.

In addition, the Superintendent and/or Building Principal(s) shall screen individuals who are likely to come in contact with students at school or school events as follows:

#### Volunteers

Each staff member shall submit to the Building Principal the name and address of each volunteer the staff member is supervising or whose services are being used as soon as that person is identified. The Building Principal or designee shall immediately screen the volunteer's name and address against the: (1) National Sex Offender Public Registry, [www.nsopr.gov](http://www.nsopr.gov), (2) Illinois Sex Offender Registry, [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor), and (3) the violent offenders against youth database maintained by the State Police [www.isp/state.il.us/cmvo/](http://www.isp/state.il.us/cmvo/). If a match is found, the Building Principal shall notify the Superintendent, who shall contact the local law enforcement officials to confirm or disprove the match.

If a match is confirmed, the Superintendent shall inform the individual, by mail and telephone call, that he or she may not be used as a volunteer. The Superintendent also shall inform relevant staff members and the Building Principal that the individual may not be used as a volunteer.

Student Teachers The student teacher's higher education institution will facilitate the required background check with the Department of State Police and FBI. The Department of State Police and FBI will furnish records of convictions (unless expunged), pursuant to the fingerprint-based criminal history records check, to the higher education institution where the student teacher is enrolled and the Superintendent. See ILCS 5/10-21.9(g), amended by P.A. 96-1452. See 5:30-AP2, Administrative Procedure-Investigations. Each student teacher must provide a written authorization for, and payment of the costs of, the fingerprint-based criminal history records check and checks of the Statewide Sex Offender Database and Statewide Child Murderer and Violent Offender Against Youth Database prior to participating in any field experiences in the District.

#### Other Students Doing Clinical Experience

The Building Principal shall screen the name and address of each student seeking to do clinical experience in the school as described above for volunteers. If a match is found, the Building Principal and Superintendent shall proceed as above for volunteers.

#### Contractors' Employees

The Superintendent shall include the following in all District contracts that may involve an employee of the contractor having any contact, direct or indirect, with a student:

The contractor shall not send to any school building or school property any employee or agent who would be prohibited from being employed by the District due to a conviction of a crime listed in 105 ILCS 5/10-21.9, amended by P.A. 96-431, or who is listed in the Statewide Sex Offender Registry or the Statewide Violent Offender Against Youth Database. The contractor shall obtain a fingerprint-based criminal history records check before sending any employee or agent to any school building or school property. Additionally, at least quarterly, the contractor shall check if an employee or agent is listed on the Statewide Sex Offender Registry or the Statewide Violent Offender Against Youth Database.

If a staff member at any time becomes aware or suspicious that a contractor's employee is a sex offender or violent offender against youth, the employee shall immediately notify the Superintendent. The Superintendent shall screen the name of the individual as described above for volunteers and/or contact the contractor.

#### Individuals in the Proximity of a District's School

Each time a list of sex offenders and/or violent offenders against youth is received from a law enforcement official, the Building Principal shall review it to determine if anyone listed lives in the proximity of his or her school. The Building Principal shall attempt to alter school bus stops and the route students travel to and from school in order to avoid contact with an individual on such a list.

#### Employees

All applicants considered for District employment shall submit to a fingerprint-based criminal history records check, according to State law and Board policy 5:30, Hiring Process and Criteria, and administrative procedure 5:30-AP2, Investigations. See 105 ILCS 5/10-21.9, amended, by P.A. 96-1452, and sample policy 5:30, Hiring Process and Criteria.

Each time a list of sex offenders or violent offenders against youth is received from a law enforcement official, the Superintendent shall review the list to determine if an employee is on the list. If a match is found, the Superintendent shall immediately contact the local police officials to confirm or disprove the match. The Superintendent shall immediately notify the School Board if a match is confirmed. The Board President will contact the Board Attorney and the Board will take the appropriate action to comply with State law that may include terminating the individual's employment.

## Informing Staff Members and Parents/Guardians About the Law

Building Principals or their designees shall inform parents/guardians about the availability of information concerning sex offenders during school registration and, if feasible, during parent-teacher conferences. Information should be distributed about the Statewide Sex Offender Database (a/k/a Sex Offender Registry), [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor), and the Statewide Child Murderer and Violent Offender Against Youth Database, [www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/). Information may also be included in the Student Handbook. See the Sex Offender Community Notification Law, 730 ILCS 152/101 et seq., and exhibit 4:170-E8, Informing Parents About Offender Community Notification Laws.

Requests for additional information shall be referred to local law enforcement officials.

CROSS REF.: 5:30, 4:170-E8, 5:30-AP2, 6:250, 6:250-AP, 6:250-E, 8:30, 8:30-AP, 8:30-E1, 8:30-E2

REVISED: September 2003; February 2011

## Dispensing Medication (7:270-AP1)

Responsible Party

Action

Parents/Guardians

Ask the child's physician, dentist, or other health care provider who has authority to prescribe medications if a medication, either prescription or non-prescription, must be administered during the school day. "Medications" includes an epinephrine auto-injector (EpiPen®) and asthma inhaler medication.

For a student with diabetes: The parent(s)/guardian(s) are responsible to share the health care provider's instructions. When the student is at school, the student's diabetes will be managed according to a diabetes care plan, if one exists, and not this Procedure. See Care of Students with Diabetes Act, 105 ILCS 5/10-22.21b, added by P.A. 96-1485.

If so, ask the health care provider to complete a "School Medicine Authorization Form." This form must be completed and given to the school before the school will store or dispense any medication and before your child may possess asthma medication or an epinephrine auto-injector.

If a student is on a medication indefinitely, the parent/guardian must file a new "School Medication Authorization Form" every year. Bring the medication to the school office. If the medicine is for asthma or is an epinephrine auto-injector, a student may keep possession of it for immediate use at the student's discretion:

(1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property (105 ILCS 5/22-30, amended by P.A. 96-1460).

For asthma inhalers, provide the prescription label. Bring other prescription medications to the school in the original package or appropriately labeled container. The container shall display:

Student's name

Prescription number

Medication name and dosage

Administration route and/or other direction

Dates to be taken

Licensed prescriber's name

Pharmacy name, address, and phone number

Bring non-prescription medications to school in the manufacturer's original container with the label indicating the ingredients and the student's name affixed. At the end of the treatment regime, remove any unused medication from the school.

School Office Personnel

Provide a copy of these procedures, as well as a "School Medication Authorization Form," to inquiring parents/guardians.

Whenever a parent/guardian brings medication for a student to the office, summon the school nurse. If the school nurse is unavailable, accept the medication, provided the parent/guardian submits a completed "School Medication Authorization Form" and the medication is packaged in the appropriate container. Put the medication in the appropriate locked drawer or cabinet. Tell the school nurse about the medication as soon as possible.

School Nurse (certificated school nurse or non-certificated registered professional nurse)

Ensure that a parent/guardian who brings medication for his or her child has complied with the parent/guardian's responsibilities as described in this administrative procedure.

In conjunction with the licensed prescriber and parent/guardian, identify circumstances, if any, in which the student may self-administer the medication and/or carry the medication. A student will be permitted to carry and self-administer medication for asthma or an epinephrine auto-injector.

Store the medication in a locked drawer or cabinet. A student may keep possession of medication for asthma or an EpiPen® epinephrine auto-injector. Medications requiring refrigeration should be refrigerated in a secure area.

Plan with the student the time(s) the student should come to the nurse's office to receive medications.

Document each dose of the medication in the student's individual health record. Documentation shall include date, time, dosage, route, and the signature of the person administering the medication or supervising the student in self-administration.

Assess effectiveness and side effects as required by the licensed prescriber. Provide written feedback to the licensed prescriber and the parent/guardian as requested by the licensed prescriber.  
Document whenever the medication is not administered as ordered along with the reasons.

If the parent/guardian does not pick up the medication by the end of the school year, discard the medication in the presence of a witness.

Building Principal

Supervise the use of these procedures.

Perform any duties described for school office personnel, as needed.

Perform any duties described for school nurses, as needed, or delegate those duties to appropriate staff members. No staff member shall be required to administer medications to students, except school nurses, non-certificated and registered professional nurses, and administrators.

Make arrangements, in conjunction with the parent/guardian, supervising teachers, and/or bus drivers for the student to receive needed medication while on a field trip. Unless these arrangements can be made, the student must forego the field trip.

LEGAL REF.: 105 ILCS 5/10-20.14b, 5/10-22.21b, and 5/22-30.

DATED: January 1, 2001

REVISED: October 2006; April 2011

## **Educational Philosophy and Objectives (6:10)**

The District's educational program will seek to provide an opportunity to each child to develop to his or her maximum potential. The objectives for the educational program are to:

1. foster self-discovery, self awareness, and self discipline.
2. develop an awareness of and appreciation for cultural diversity.
3. stimulate intellectual curiosity and growth.
4. provide fundamental career concepts and skills
5. help the student develop sensitivity to the needs and values of others and a respect for individual and group differences.
6. help each student strive for excellence and instill a desire to reach the limit of his or her potential.
7. develop the fundamental skills which will provide a basis for life-long learning.
8. provide an educational climate and culture free of bias concerning the protected classifications identified in Policy 7:10, Equal Educational Opportunities.

In order for the School Board to monitor whether the educational program is attaining these objectives and to be knowledgeable of current and future resource needs, the Superintendent shall prepare an annual report that includes:

1. a review and evaluation of the present curriculum.
2. a projection of curriculum and resource needs.
3. an evaluation of, and plan to eliminate, any bias in the curriculum or instructional materials and methods concerning the classifications referred to in item 8 above.
4. any plan for new or revised instructional program implementation; and
5. a review of present and future needs.

CROSS REF.: 1:30, 3:10, 6:15, 7:10

ADOPTED: October 4, 1999

## **Education of Children with Disabilities (6:120)**

Education of Children with Disabilities

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

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

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

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

LEGAL REF.: Americans With Disabilities Act, 42 U.S.C. § 12101 et seq.  
Individuals With Disabilities Education Improvement Act of 2004, 20 U.S.C. § 1400 et seq.  
Rehabilitation Act of 1973, Section 504, 29 U.S.C. § 794.  
105 ILCS 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02a.  
23 Ill. Admin. Code Part 226.  
CROSS REF.: 2:150, 7:230  
ADOPTED: October 4, 1999  
REVISED: January 28, 2002; September 9, 2002; December 18, 2008

## **Education of Homeless Children (6:140)**

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law. The Superintendent shall act as or appoint a Liaison for Homeless Children to coordinate this policy's implementation.

A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. In reviewing and revising such procedures, consideration shall be given to issues concerning transportation, immunization, residency, birth certificates, school records and other documentation, and guardianship. Transportation shall be provided in accordance with the McKinney Homeless Assistance Act and State Law. The Superintendent or designee shall give special attention to ensuring the enrollment and attendance of homeless children and youths who are not currently attending school. If a child is denied enrollment or transportation under this policy, the Liaison for Homeless Children shall immediately refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent and provide the child or his or her parent/guardian with a written explanation for the denial. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children shall, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State Law.

LEGAL REF: McKinney Homeless Assistance Act, 42 U.S.C. § 11431 et seq.  
105 ILCS 45/1-1 et seq.  
CROSS REF: 2:260, 4:110, 6:140-AP, 7:10, 7:30, 7:50, 7:60, 7:100  
ADOPTED: October 28, 2002  
REVISED: April 27, 2006

## **Education of Homeless Children (6:140-AP)**

Responsible Party

Action

Superintendent

Preliminary Steps

Serves as or designate an appropriate staff person, who may also be a coordinator for other federal programs, as a Liaison for Homeless Children. 42 U.S.C. §11432 (g)(1)(J)(i).

Under the McKinney Homeless Assistance Act (42 U.S.C. §11434a), "Homeless Children" means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of Section 11302(a)(1)). The term includes: 42 U.S.C. §11434a.

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of Section 11302(a)(2)(C));
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory children (as defined in Section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless under this subtitle because the children are living in clauses (1) through (3) above.

Under State law 105 ILCS 45/1-5, "homeless person, child, or youth" includes, but is not limited to, any of the following:

1. An individual who lacks a fixed, regular, and adequate nighttime place of abode.
2. An individual who has a primary nighttime place of abode that is:
  - a. A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing);
  - b. An institution that provides a temporary residence for individuals intended to be institutionalized; or
  - c. A public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.

#### Liaison for Homeless Children

##### Duties

Review the information provided at [www.isbe.net/homeless/default.htm](http://www.isbe.net/homeless/default.htm) in order to become aware of the resources and training materials provided by the Illinois State Board of Education with regard to the education of homeless children.

Ensure that homeless children are identified by school personnel and through coordinated activities with other entities and agencies. 42 U.S.C. § 11432(g)(6)(A)(i).

Ensure that homeless children enroll in, and have full and equal opportunity to succeed in District programs. 42 U.S.C. § 11432(g)(6)(A)(ii).

Ensure that homeless families and children receive educational services for which they are eligible and make referrals to health, mental health, dental, and other appropriate services. 42 U.S.C. § 11432(g)(6)(A)(iii).

Inform parent(s)/guardian(s) of educational and related opportunities available to their child or ward, and provide them with meaningful opportunities to participate in their child or ward's education. 42 U.S.C. § 11432(g)(6)(A)(iv).

Disseminate public notice of the educational rights of homeless students in the location where homeless children receive services (such as schools, family shelters, and soup kitchens). 42 U.S.C. § 11432(g)(6)(A)(v).

Mediate enrollment disputes to: 42 U.S.C. § 11432(g)(3)(E) and 42 U.S.C. § 11432(g)(6)(A)(vi).

- a. Ensure the child is immediately admitted to the school in which enrollment is sought, pending resolution of the dispute;
- b. Provide the homeless child's parent/guardian with a written explanation of the school's decision regarding school selection or enrollment, including their rights to appeal the decision;
- c. Complete the dispute resolution process as expeditiously as possible; and
- d. In the case of an unaccompanied youth, ensure that the youth is immediately enrolled in school pending resolution of the dispute.

Fully inform the parent/guardian of a homeless child, and any unaccompanied youth, of all transportation services and assist in accessing transportation services. 42 U.S.C. § 11432(g)(6)(A)(vii).

Assist unaccompanied youth in placement/enrollment decisions, consider the youth's wishes in those decisions, and provide notice to the youth of the right to appeal such decisions. 42 U.S.C. § 11432(g)(3)(B)(ii).

Assist children who do not have immunizations or medical records in obtaining necessary immunizations and/or medical records. 42 U.S.C. § 11432(g)(3)(C)(iii).

Collaborate with State and local social service agencies that provide services to the homeless as well as with community and school personnel responsible for the provision of education and related services to homeless children and youths. 42 U.S.C. § 11432(g)(5)(A) and (g)(6)(C).

Conduct a hardship review whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing; a hardship review should be performed after the passage of 18 months and annually thereafter. 105 ILCS 45/1-25(a-5).

Refer the child or his or her parent/guardian to the ombudsperson appointed by the Regional Superintendent whenever a school denies a homeless child enrollment or transportation, and provide the child or his or her parent/guardian with a written statement of the basis for the denial. 105 ILCS 45/1-25(a).



Parent(s)/ guardian(s)

Assignment

Choose the child's attendance center between the following options 105 ILCS 45/1-10 controls because it exceeds the rights granted to parent(s)/guardian(s) in federal law.:

- a. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
- b. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

The term "school of origin" means the school that the student attended when permanently housed or the school in which the student was last enrolled. 42 U.S.C. § 11432(g)(3)(G) and 105 ILCS 45/1-5.

Building Principal Where Homeless Student Will be Enrolled

Enrollment

Shall immediately enroll the homeless child, even if the child is unable to produce records normally required for enrollment, e.g., previous academic records, medical records, proof of residency, or other documentation. 42 U.S.C. § 11432(g)(3)(C)(i) and 105 ILCS 45/1-20.

Shall immediately contact the school last attended by the child to obtain relevant academic and other records. 42 U.S.C. § 11432(g)(3)(C)(ii) and 105 ILCS 45/1-10. 20.

If the child needs to obtain immunizations, or immunization or medical records, shall immediately refer the child's parent/guardian to the Liaison for Homeless Children. 42 U.S.C. § 11432(g)(3)(C)(iii) and 105 ILCS 45/1 20.

Maintain records for the homeless student that are ordinarily kept for students according to District policy and procedure on student school records. 42 U.S.C. § 11432(g)(3)(D).

Ensure each homeless student is provided services comparable to services offered to other students including the following: 42 U.S.C. § 11432(g)(4).

- a. Transportation services;
- b. Educational services for which the student meets the eligibility criteria, such as services provided under Title I of the Elementary and Secondary Education Act of 1965 or similar State or local programs;
- c. Educational programs for children with disabilities and educational programs for students with limited English proficiency;
- d. Programs in vocational and technical education as well as programs for gifted and talented students; and
- e. School nutrition programs.

Shall require a parent/guardian of a homeless student, if available, to submit contact information. 42 U.S.C. § 11432(g)(3)(H) and 105 ILCS 45/1-20.

Transportation Director and Building Principal Where Homeless Student Will be Enrolled

Transportation

Ensure transportation is provided to a homeless student, at the request of the parent/guardian (or in the case of an unaccompanied youth, the Liaison), to and from the school of origin. 42 U.S.C. § 11432(g)(1)(J)(iii); State law, found at 105 ILCS 45/1-15, is superseded by federal law. The term "school of origin" means the school that the student attended when permanently housed or the school in which the student was last enrolled. 42 U.S.C. § 11432(g)(3)(G). Transportation shall be arranged as follows: 42 U.S.C. § 11432(g)(1)(J)(iii).

1. If the homeless student continues to live in the area served by the school district in which the school of origin is located, the student's transportation to and from the school of origin shall be provided or arranged by the district in which the school of origin is located.
2. If the homeless student's living arrangements in the area served by the district of origin terminate and the student, though continuing his or her education in the school of origin, begins living in an area served by another school district, the district of origin and the district in which the homeless student is living shall agree upon a method to apportion the responsibility and costs for providing the student with transportation to and from the school of origin. If the local educational agencies are unable to agree upon such method, the responsibility and costs for transportation shall be shared equally.

Superintendent or Designee If a dispute arises, shall inform the homeless child's parent(s)/guardian(s) of the availability of an investigator, sources for low-cost or free legal assistance, and other advocacy services in the community.

Each Regional Superintendent appoints an ombudsperson to provide resource information and resolve disputes at schools within his or her jurisdiction relating to the rights of homeless children under this Act 105 ILCS 45/1-25. The Homeless Family Placement Act governs shelter placement. 310 ILCS 85/1 et seq.

January 2003

REVISED: April 2006; September 2010

## **Electronic Recordings on School Buses (7:220-AP)**

Electronic video and audio recordings are viewed to investigate an incident reported by a bus driver, administrator, supervisor, student, or other person. They are also viewed at random.

Viewing and/or listening to electronic video and/or audio recordings is limited to individuals having a legitimate educational or administrative purpose. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, administrator, including the Building Principal, transportation director, bus driver, and coach, or other supervisor. A written log will be kept of those individuals viewing the video recordings stating the time, name of individual viewing, and date the video recording was viewed.

An electronic video or audio recording may be reused or erased after 14 days unless it is needed for an educational or administrative purpose.

### **Notice of Electronic Recordings**

Notice of the adopted policy regarding video and audio recordings shall be: (1) clearly posted on the front door and interior of the school bus, (2) provided to students and parents/guardians, and (3) included in student handbooks and other documents.

DATED: January 1, 2001

UPDATED: December 2007

## **English Language Learners (6:160)**

The District offers opportunities for resident English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. The Superintendent or designee shall develop and maintain a program for English Language Learners that will:

1. Assist all English Language Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by the parents/guardians of English Language Learners.
2. Appropriately identify students with limited English-speaking ability.
3. Comply with State law regarding the Transitional Bilingual Educational Program and Transitional Program of instruction.
4. Comply with any applicable State and federal requirements for the receipt of grant money for English Language Learners and programs to serve them.
5. Determine the appropriate instructional program and environment for English Language Learners.
6. Annually assess the English proficiency of English Language Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment.
7. Include English Language Learners, to the extent required by State and federal law, in the District's student assessment program to measure their achievement in reading/language arts and mathematics.
8. Provide information to the parents/guardians of English Language Learners about: (1) the reasons for their child's identification, (2) their child's level of English proficiency, (3) the method of instruction to be used, (4) how the program will meet their child's needs, (5) specific exit requirements of the program, (6) how the program will meet their child's Individualized Education Plan, if applicable, and (7) information on parent/guardian rights. Parents/guardians will be regularly appraised of their child's progress and involvement will be encouraged.

### **Parent Involvement**

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.

LEGAL REF.: 20 U.S.C. §§6312-6319 and 6801.

34-C.F.R. Part 200.

105 ILCS 5/14C-1 et seq.

23 Ill.Admin.Code Part 228.

CROSS REF.: 6:15, 6:170, 6:340.

ADOPTED: October 4, 1999

REVISED: December 16, 2002; August 30, 2007; December 18, 2008

## **Equal Educational Opportunities (7:10)**

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, or actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status. The District remains viewpoint neutral when granting access to school facilities under School Board Policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using School Board Policy 2:260 – Uniform Grievance Procedure.

## Sex Equity

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

Any student may file a sex equity complaint by using School Board Policy 2:260 – Uniform Grievance Procedure. A student may appeal the School Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).

## Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator. The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. § 11431 et seq.

Title IX, 20 U.S.C. § 1681; et seq.; 34 C.F.R. Part 106.

Rehabilitation Act of 1973, 29 U.S.C. § 791 et seq.

Religious Freedom Restoration Act, 775 ILCS 35/5.

Ill. Constitution, Art. I, § 18.

Good News Club v Milford Central School, 121 S.Ct. 2093 (2001).

105 ILCS 5/ 3.25b, 3.25d(b), 10-20.12, 10-22.5, and 27-1.

775 ILCS 5/1-101 et seq.

23 Ill. Admin. Code § 1.240 and Part 200.

CROSS REF.: 2:260, 6:220, 7:20, 7:130, 7:330, 8:20

ADOPTED: October 4, 1999

REVISED: February 19, 2001; August 19, 2002; October 28, 2002

UPDATED: April 2008; December 18, 2008; June 24, 2010

## Expulsion Procedures (7:210)

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request should include:

- a. The reasons for the proposed expulsion as well as the conduct rule the student is charged with violating.
- b. The time, date, and place for the hearing.
- c. A short description of what will happen during the hearing.
- d. A statement indicating that The School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
- e. A request that the student or parent(s)/guardian(s) inform the District if the student will be represented by an attorney and, if so, the attorney's name.

Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the School Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.

During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

LEGAL REF.: Goss v. Lopez, 95 S.Ct. 729 (1975).

105 ILCS 5/10-22.6(a).

CROSS REF.: 7:130, 7:190, 7:200, 7:230

ADOPTED: October 4, 1999

REVISED: February 26, 2009

## Fines, Fees, and Charges - Waiver of Student Fees (4:140-AP1)

Responsible Party

Action

Superintendent or designee

Notifies parents/guardians of all students enrolling in the District for the first time that the District waives school fees for persons unable to afford them in accordance with policy 4:140, Waiver of Student Fees.

The notice may consist of a written copy of the District's policy 4:140, Waiver of Student Fees, and form 4:140-E1, Application for Fee Waiver.

Includes a notice with the first statement sent to parents/guardians who owe fees that the District waives school fees for persons unable to afford them in accordance with policy 4:140, Waiver of Student Fees, and form 4:140-E1, Application for Fee Waiver. Parent(s)/Guardian(s) seeking a school fee waiver Completes the Application for Fee Waiver, 4:140-E1, and returns it to the Building Principal.

In cases where, for various reasons, a parent/guardian does not initiate a request, the classroom teacher or other official may complete an application to establish eligibility.

May apply for a waiver of school fees by completing the Application for Fee Waiver, 4:140-E1, at any time.

Building Principal or designee

Determines the student's eligibility for fee waiver based on policy 4:140, Waiver of Student Fees.

Notifies the parent(s)/guardian(s) within 30 calendar days of the acceptance or denial of their Application for Fee Waiver.

A rejection notice must include: (1) the reason for the denial; (2) a notification of their right to appeal as well as the appeal process and timelines (4:140-E2, Response to Application for Fee Waiver, Appeal, and Response to Appeal); and (3) a statement that they may reapply at anytime if circumstances change.

Ensures that any completed Application for Fee Waiver and the Response to Application for Fee Waiver, Appeal, and Response to Appeal are confidentially treated and maintained.

Parent(s)/Guardian(s) seeking a school fee waiver

May appeal the denial of a fee waiver application by submitting the appeal in writing to the Superintendent within 14 calendar days of the denial; any appeal received after 14 calendar days will either be considered or treated as a new application depending on circumstances.

[optional] Meets with the person who will decide the appeal in order to explain why the fee waiver should be granted.

Superintendent or designee Contacts the parent(s)/guardian(s) to determine if they want to meet to explain why the fee waiver should be granted.

If so, meets with the parent(s)/guardian(s) at a prearranged date and time.

Responds in writing to the parent(s)/guardian(s) appeal within 14 calendar days of receipt of the appeal.

Parent(s)/Guardian(s)

If the Superintendent or designee denies the appeal, may submit a written appeal to the School Board.

School Board Responds to the appeal in a reasonable length of time. The Board's decision is final.

DATED: November 2005

REVISED: December 2005

LEGAL REF.: 105 ILCS 5/10-20.13 and 5/10-22.25.

23 Ill. Admin. Code § 1.245 [unenforceable].

ADOPTED: October 4, 1999

REVISED: June 24, 2004; December 2005; January 26, 2006; August 27, 2009

## **Free & Reduced-Price Food Services (4:130)**

The Superintendent or designee shall be responsible for implementing the District's free and reduced-price food services policy.

Eligibility Criteria and Selection of Children

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.

Notification

At the beginning of each school year, by letter, the District shall notify students and their parents/guardians of: (1) eligibility requirements for free and reduced-price food service, (2) the application process, and (3) other information required by federal law. The Superintendent shall provide the same information to informational media, the local unemployment office, and any major area employers contemplating layoffs. Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

Nondiscrimination Assurance

The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance.

## Appeal

A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services as outlined by the U.S. Department of Agriculture in 7 C.F.R. §245.7, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools. The Superintendent shall establish a hearing procedure for adverse eligibility decisions and provide by mail a copy of them to the family. The District may also use these procedures to challenge a child's continued eligibility for free or reduced-price meals or milk.

During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal.

The Superintendent shall keep on file for a period of 3 years a record of any appeals made and the hearing record. The District shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free and reduced-price food services. These records shall be maintained for 3 years.

LEGAL REF.: U.S. Dept. of Agriculture, Food and Nutrition Service, National School Lunch Program, 7 C.F.R. Part 210.

U.S. Dept. of Agriculture, Food and Nutrition Service, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools, 7 C.F.R. Part 245.

105 ILCS 125/0.01 et seq. and 126/1 et seq.

23 Ill. Admin. Code §§1.520 and 305.10 et seq.

ADOPTED: October 4, 1999

REVISED: May 26, 2005

## Frequently Asked Questions Regarding Military Recruiter Access to Students and Student Information (7:340-E4)

1. What do the U.S. Patriot Act and No Child Left Behind Act require of schools with regard to allowing military recruiters access to students?

The Patriot Act has nothing to do with the military recruiter access to students or information. It requires schools to comply with an ex parte order issued in connection with the investigation or prosecution of terrorism. A court issues an ex parte order without notice to an adverse party. Student records may be disclosed pursuant to such an order without parents' consent or knowledge.

Two pieces of legislation require schools receiving funds under the Elementary and Secondary Education Act to: (1) give military recruiters the same access to secondary school students as they provide to postsecondary educational institutions or to prospective employers or an institution of higher education, and (2) provide students' names, addresses, and telephone listings to military recruiters, when requested. Those laws are:

- § 9528 of the No Child Left Behind Act of 2001 20 U.S.C. § 7908.
- 10 U.S.C. § 503, as amended by the National Defense Authorization Act for Fiscal Year 2002.

2. What information about students (and which students) must be disclosed to military recruiters by our administration?

Secondary schools must disclose names, addresses, and telephone numbers of secondary students, unless parents/guardians have requested the information not be released.

3. What notification must schools provide to parents before disclosing students' names, addresses, and telephone numbers to military recruiters and institutions of higher education?

Under federal and State laws governing student records, schools must provide notice to parents of the types of student information that it releases publicly. This type of student information, commonly referred to as "directory information," includes names, addresses, and telephone numbers. The notice must include an explanation of a parent's right to request that the information not be disclosed without prior written consent. Under the No Child Left Behind Act, schools must notify parents that the school routinely discloses names, addresses, and telephone numbers to military recruiters and institutions of higher education upon request, subject to a parent's/guardian's request not to disclose such information without written consent.

A notice provided through a mailing or student handbook informing parents of the above information is sufficient to satisfy the parental notification requirements. The notification must advise parents how to opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so.

If a parent opts out of providing directory information to third parties, the opt-out also applies to requests from military recruiters and institutions of higher education. For example, if the opt-out states that telephone numbers will not be disclosed to the public, schools may not disclose telephone numbers to military recruiters.

If a school does not release "directory information," it still must provide students' names, addresses, and telephone numbers to military recruiters and institutions of higher education upon request. The school must notify parents that it discloses information to military recruiters and institutions of higher education, noting that parents have the right to opt their children out of this disclosure.

4. Does recruitment take place in a private office or out in a common area?  
Neither federal nor State law addresses where recruitment takes place. These laws only require that guidelines imposed on military recruiters be the same as those imposed on postsecondary educational institutions recruiters and/or prospective employers.
5. How frequently are recruiters present?  
Neither federal nor State law addresses how often recruiters may have access to students. These laws only require that guidelines imposed on military recruiters be the same as those imposed on postsecondary educational institutions and prospective employers.
6. What information does a military recruiter request of students during the interview?  
The type of questions military recruiters may ask students is generally not limited. Of course, students may refuse to cooperate or even refuse to be interviewed.
7. Can schools supervise recruiters to ensure they do not approach impressionable students too strongly?  
Federal law does not grant authority to schools to supervise military recruiting efforts. The school may, of course, require military and postsecondary recruiters to abide by the District's policy governing conduct on school property.
8. What are parents' rights relative to military recruiters on campus?  
Parents may instruct their children to forgo being interviewed by military and/or postsecondary recruiters or prospective employers.
9. What information do schools provide to families relative to recruiting that goes on at school?  
Neither federal nor State law addresses what information schools must provide to parents regarding the recruiting that takes place at school – this is a local issue to be determined by the Superintendent or Building Principal.
10. Where can I get more information on the requirements of 10 U.S.C. §503?  
The Office of the Secretary of Defense may be contacted for copies of the statute, or questions relating to it. Please contact the Accession Policy Directorate as follows:

Director, Accession Policy  
4000 Defense Pentagon  
Washington, DC 20301-4000  
Telephone: 703/695-5529

11. Where can I get more information on the requirements of §9528 of the ESEA?  
The Family Policy Compliance Office (FPCO) in the Department of Education administers FERPA as well as §9528 of the ESEA (20 U.S.C. §7908), as amended by the No Child Left Behind Act of 2001. School officials with questions on this guidance, or FERPA, may contact the FPCO at FERPA@ED.Gov or write to the FPCO as follows:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 2020-4605  
Telephone: 202/260-3887  
Fax: 202/260-9001  
[www.ed.gov/offices/OM/fpc](http://www.ed.gov/offices/OM/fpc)  
August 2003  
REVISED: July 2008; October 2009

## **Harassment of Students Prohibited (7:20)**

### **Bullying, Intimidation, and Harassment Prohibited.**

No person, including a District employee or agent, or student, shall harass, intimidate or bully a student on the basis of actual or perceived race; color; nationality; sex; sexual orientation; gender identity, gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying, whether verbal, physical, or visual, that effects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, causing psychological harm, threatening, or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

### Sexual Harassment Prohibited

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

1. denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. has the purpose or effect of:
  - a. substantially interfering with a student's educational environment;
  - b. creating an intimidating, hostile, or offensive educational environment;
  - c. depriving a student of educational aid, benefits, services, or treatment; or
  - d. making submission to or rejection of such conduct the basis for academic decisions affecting a student.

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

### Making a Complaint; Enforcement

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

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Associate Principal, or Dean of Students for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

### Nondiscrimination Coordinator:

Name: Mrs. Liz Johnson  
Address: 15100 South 94th Avenue  
Orland Park, IL 60462  
Telephone #: 708-745-5213  
Complaint Managers:  
Name: Dr. Kim Dryier  
Address 15100 South 94th Avenue  
Orland Park, IL 60462  
Telephone #: 708-745-5215

Name: Steve Langert  
Address: 15100 S.94th Avenue  
Orland Park, IL 60462  
Telephone #: 708-745-5252

The Superintendent shall also use reasonable measures to inform staff members and students of this policy, such as, by including it in the appropriate handbooks.

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

LEGAL REF.: Title IX of the Educational Amendments, 20 U.S.C. § 1681 et seq.

34 C.F.R. Part 106.

105 ILCS 5/10-20.12, 10-22.5, 5/27-1, and 5/27-23.7.

775 ILCS 5/1-101 et seq.

23 Ill. Admin. Code § 1.240 and Part 200.

Franklin v. Gwinnett Co. Public Schools, 112 S.Ct. 1028 (1992).

Gebster v. Lago Vista Independent School District, 118 S.Ct. 1989 (1998).

Davis v. Monroe County Board of Education, U.S.(1999).

West v. Derby Unified School District No. 260, 10th Cir. App. 3/21/2000.

CROSS REF.: 2:260, 5:20, 7:10, 7:180; 7:190.

ADOPTED: October 4, 1999

REVISED: October 23, 2000; January 31, 2008; February 26, 2009; August 2009; June 24, 2010; November 18, 2010

## Hazardous and Infectious Materials (4:160-AP)

Hazardous and/or infectious materials are any substances, or mixture of substances, that constitute a fire, explosive, reactive, or health hazard. Examples of such materials include, but are not limited to:

- Any item contained in the definition of "toxic substance" in the Toxic Substances Disclosure to Employees Act as well as those listed in Illinois Department of Labor regulations
- An item or surface that has the presence of, or may reasonably be anticipated to have the presence of, blood or other bodily fluids
- Non-building related asbestos materials
- Lead and lead compounds (included in school supplies, i.e., art supplies, ceramic glazes)
- Compressed gases (natural gas); and explosive (hydrogen), poisonous (chlorine), or toxic gases (including exhaust gases such as carbon monoxide)
- Solvents (gasoline, turpentine, mineral spirits, alcohol, carbon tetrachloride)
- Liquids, compounds, solids or other hazardous chemicals that might be toxic, poisonous or cause serious bodily injury
- Materials required to be labeled by the Department of Agriculture or the EPA (pesticides, algacide, rodenticide, bactericides)
- Regulated underground storage tank hazardous materials (including diesel fuel, regular and unleaded gasoline, oil (both new and used), and propylene glycol).

The Director of Facilities shall supervise compliance with State and federal law, including the Toxic Substance Disclosure to Employees Act (820 ILCS 255/1 et seq.), and shall:

1. Maintain a perpetual inventory of hazardous materials.
2. Make available inventory lists to the appropriate police, fire, and emergency service agencies.
3. Compile Material Safety Data Sheets (MSDS) for each toxic substance used, produced, or stored to which an employee may be exposed, and distribute them as appropriate. The data sheets will be maintained and updated when necessary.
4. Submit to the Director of the Illinois Department of Labor, as required, an alphabetized list of substances, compounds, or mixtures for which the District has acquired a MSDS.
5. Make available MSDS to all persons requesting the information.
6. Store hazardous materials in compliance with local, State, and federal law. Storage containers must be labeled with the chemical name and appropriate warning hazards and stored in a location that limits the risk presented by the materials. Containers must be stored in a limited-access area.
7. Transport hazardous materials in a manner that poses the least possible risk to persons and the environment and that is in compliance with local, State, and federal law.
8. Classify hazardous materials as current inventory, waste, excess, or surplus. Dispose of hazardous materials will be done in compliance with local, State, and federal law.
9. Post information regarding employee rights under the Act on employees' bulletin boards throughout the District.
10. Provide an education and in-service training program with respect to all toxic substances to which employees are routinely exposed in the course of employment.

### Pesticide Application

The Director of Facilities shall provide an annual schedule of pesticide application to the supervisor of each District building. The supervisor of each District building shall notify students and their parents/guardians and employees in their building at least 2 business days before a pesticide application in or on school buildings or grounds. The notification must: (1) be written and may be included in newsletters, bulletins, calendars, or other correspondence currently being published, (2) identify the intended date of the application, and (3) state the name and telephone contact number for the school personnel responsible for the pesticide program. An exception to this notification is permitted if there is an imminent threat to health or property, in which case, the Structural Pest Control Act (225 ILCS 235/2) or the Lawn Care Products Application and Notice Act (415 ILCS 65/3), whichever is applicable, shall control.

The Director of Facilities is responsible for compliance with requirements in the Structural Pest Control Act (225 ILCS 235/10.2, as amended by P.A. 95-58 regarding an integrated pest management program including:

- If the Superintendent determines that an integrated pest management program is economically feasible, the Director of Facilities or designee shall develop and implement a program incorporating the Department of Public Health guidelines and notify the Department, by August 10, 2008 and every 5 years thereafter, on forms provided by the Department, that an integrated pest management program is being implemented.
- If adopting an integrated pest management program is not economically feasible because such adoption would result in an increase in pest control costs, the Director of Facilities or designee shall use the Department's form to notify it, by August 10, 2008 and every 5 years thereafter, that the development and implementation of an integrated pest management program is not economically feasible. The notification must include projected pest control costs for the term of the pest control program and projected costs for implementing an integrated pest management program for that same time period. In addition, the Director of Facilities or designee shall attend a training course, approved by the Department, on integrated pest management by August 10, 2008 and every 5 years thereafter until an integrated pest management program is developed and implemented in the District's schools.

The Director of Facilities or designee shall provide the Building Principal(s) or designee(s) sufficient information to allow him/her/ them to inform all parents/guardians and school employees at least once each school year that the District has met its notification requirements in the Structural Pest Control Act (225 ILCS 235/10.2). In addition, the Director of Facilities or designee shall keep copies of all notifications and any written integrated pest management program plans.



### Training and Necessary Equipment

Each Building Principal and noncertificated staff supervisor shall ensure that all staff members under his or her supervision receive training on the safe handling and use of hazardous materials. Emergency response and evacuation plans will be a part of the training.

Before an employee is given an assignment where contact with blood or bodily fluids or other hazardous material is likely, the employee must be provided the necessary training, including training in the universal precautions and other infection control measures to prevent the transmission of communicable diseases and/or to reduce potential health hazards. The appropriate supervisor shall maintain an attendance record of an employee's participation in the training.

### Substitute Non-Hazardous Materials

District staff shall substitute non-hazardous material for hazardous substances whenever possible and minimize the quantity of hazardous substances stored in school facilities. No art or craft material containing a toxic substance shall be ordered or purchased for use through grade 6; material containing toxic substances may be used in grades 7 through 12 only if properly labeled according to State law.

### Infectious Materials

The Director of Facilities shall prepare and distribute to all employees an Occupational Exposure Control Plan to eliminate or minimize occupational exposure to potentially infectious materials. The Plan shall comply with the Bloodborne Pathogens Standards adopted by State and federal regulatory agencies and an updated copy given to the Superintendent at least annually. The Plan shall address the following issues:

1. Exposure determination. Positions that do not subject the employee to occupational exposure are exempt from the Plan and the Standards generally.
2. Implementation schedule specifying how and when risks are to be reduced. The Standards are very specific on risks reduction, e.g., Universal Precautions must be followed; engineering and work practice controls are specified (hand washing, restricted food areas); personal protection equipment must be provided; housekeeping requirements are specified (regulated waste disposal and laundry); vaccination requirements (all employees who have occupational exposure must be offered, at employer expense, the hepatitis B vaccine and vaccination series); communication of hazards to employees through labeling and training; and recordkeeping.
3. Process for ensuring that all medical evaluations and procedures, including the hepatitis B vaccine and vaccination series and post-exposure evaluation and follow-up, are available as required by law.
4. Procedures for evaluating an exposure incident.

### Emergency Response Plan

The Building Principal shall ensure that proper procedures for cleanup of potentially hazardous material spills are followed, including the following:

1. A building custodian is responsible for the actual cleanup;
2. Personal protective equipment, chemical neutralization kits, and absorbent material are available in each building at all times; and
3. Spill residue is placed in containers designated for such purpose and disposed of in compliance with local, State, and federal law.

### Evacuation

The Building Principal shall ensure that evacuation rules are posted in each room and that they are discussed with each class using the room during the first days of the school year. The rules will indicate the primary and alternate exits and the evacuation area to which students should proceed upon leaving the building.

The Building Principal shall conduct evacuation drills according to School Board Policy 4:170, Safety, and Administrative Procedure 4:170-AP1, Comprehensive Safety and Crisis Program.

LEGAL REF: 29 C.F.R. Part 1910.1030, as adopted by the Illinois Department of Labor, 56 Ill. Admin.

Code §350.280.

105 ILCS 135/1 et seq.

225 ILCS 235/2, Structural Pest Control Act.

415 ILCS 65/3, Lawn Care Products Application and Notice Act.

820 ILCS 255/1 et seq.

23 Ill.Admin.Code §1.330.

DATED: January 1, 2001

REVISED: January 2008

## Home & Hospital Instruction (6:150)

A student who is absent from school or whose physician anticipates that the student will be absent from school because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility shall be determined by State law and the Illinois State Board of Education rule governing the continuum of placement options for home/hospital services. Appropriate educational services from qualified staff will begin no later than five school days after receiving a physician's written statement. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

Instructional time will be provided for a minimum of 5 clock hours per week on days when school is normally in session. A student who is unable to attend school because of pregnancy will be provided home instruction, correspondence courses, or other courses of instruction (1) before the birth of the child when the student's physician indicates, in writing, that she is medically unable to attend regular classroom instruction and (2) as well as for up to 3 months after the child's birth or a miscarriage.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s) and hospital staff to coordinate course work and facilitate a student's return to school.

LEGAL REF.: 105 ILCS 5/10-22.6a, 5/14-13.01, 5/18-4.5, and 5/18-8.05.

23 Ill.Admin.Code §1.610 and 226.300.

CROSS REF.: 6:120, 7:10; 7:280

ADOPTED: October 4, 1999

REVISED: December 21, 2006; July 1, 2011; March 21, 2012

## **Informing Parents About Offender Community Notification Laws (4:170-E6)**

On District letterhead, website, and/or in student handbook

Date:

To: Parents/Guardians

Re: Offender Community Notification Laws

State law requires a Building Principal or teacher to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

DATED: July 2008

## **Instructional Materials (6:210)**

Instructional Materials

All District classrooms and learning centers should be equipped with an evenly-proportioned, wide assortment of instructional materials, including textbooks, workbooks, audio-visual materials, and electronic materials. These should provide quality learning experiences for students and:

1. enrich and support the curriculum;
2. stimulate growth in knowledge, literary appreciation, aesthetic values, and ethical standards;
3. provide background information to enable students to make informed judgments; and promote critical reading and thinking;
4. depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American society; and
5. contribute to a sense of worth of all people regardless of sex, race, religion, nationality, ethnic origin, sexual orientation, disability, or any other differences that may exist.

Textbooks and instructional materials shall be adopted consistent with provisions of The School Code. The recommendation to the Board based on the input from the Curriculum Advisory shall include the following information:

1. recommended texts, including the title, publisher, copyright dates, number of copies desired, and cost;
2. rationale for recommendation; and
3. selection method.

The Superintendent shall approve the selection of all textbooks and instructional materials according to the standards described in this policy. The School Code governs the adoption and purchase of textbooks and instructional materials. Anyone may inspect any textbook or instructional material.

Teachers are encouraged to limit the use of supplemental media material to only that which will enhance, or otherwise illustrate, the subjects being taught. All supplemental media material must be age-appropriate. Additionally, no R-rated movie shall be shown to students unless prior approval is received from the Building Principal, and no NC-17 movie shall be shown under any circumstances. These restrictions apply to television programs and other media with equivalent ratings.

The Superintendent or designee shall annually provide a list or description of textbooks and instructional materials used in the District to the School Board. Anyone may inspect any textbook or instructional material.

Teachers are encouraged to use supplemental material only when it will enhance, or otherwise illustrate, the subjects being taught and to ensure it is age-appropriate. No R-rated movie shall be shown to students unless prior approval is received from the Superintendent or designee, and no movie rated NC-17 (no one 17 and under admitted) shall be shown under any circumstances. These restrictions apply to television programs and other media with equivalent ratings.

Instructional Materials Selection and Adoption

The Superintendent shall approve the selection of all textbooks and instructional materials according to the standards described in

this policy. The School Code governs the adoption and purchase of textbooks and instructional materials.  
LEGAL REF.: 105 ILCS 5/10-20.8, 5/10-20.9, and 5/28-19.1.  
CROSS REF.: 6:30, 6:40, 6:170, 6:260, 7:10, 7:15, 8:110  
ADOPTED: October 4, 1999  
REVISED: January 25, 2007; June 26, 2008; February 28, 2013

## Letter Notifying Parents/Guardians of School Visitation Rights (8:95-E1)

On District letterhead

Date

Dear Parents/Guardians:

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work to attend necessary educational or behavioral conferences at their child's school. Please review the following copy of this Act to determine if you are entitled to a school visitation leave.

Sincerely,  
Superintendent

### SCHOOL VISITATION RIGHTS ACT

820 ILCS 147

147/1. Short title

This Act may be cited as the School Visitation Rights Act.

147/5. Policy

The General Assembly of the State of Illinois finds that the basis of a strong economy is an educational system reliant upon parental involvement. The intent of this Act is to permit employed parents and guardians who are unable to meet with educators because of a work conflict the right to an allotment of time during the school year to attend necessary educational or behavioral conferences at the school their children attend.

147/10. Definitions

As used in this Act:

- (a) "Employee" means a person who performs services for hire for an employer for:
- (1) at least 6 consecutive months immediately preceding a request for leave under this Act; and
  - (2) an average number of hours per week equal to at least one-half the full-time equivalent position in the employer's job classification, as defined by the employer's personnel policies or practices or in accordance with a collective bargaining agreement, during those 6 months.

"Employee" includes all individuals meeting the above criteria but does not include an independent contractor.

- (b) "Employer" means any of the following: a State agency, officer, or department, a unit of local government, a school district, an individual, a corporation, a partnership, an association, or a nonprofit organization.
- (c) "Child" means a biological, adopted or foster child, a stepchild or a legal ward of an employee and who is enrolled in a primary or secondary public or private school in this State or a state which shares a common boundary with Illinois.
- (d) "School" means any public or private primary or secondary school or educational facility located in this State or a state which shares a common boundary with Illinois.
- (e) "School administrator" means the principal or similar administrator who is responsible for the operations of the school.

147/15. School conference and activity leave

- (a) An employer must grant an employee leave of up to a total of 8 hours during any school year, and no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during non-work hours; however, no leave may be taken by an employee of an employer that is subject to this Act unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave. Before arranging attendance at the conference or activity, the employee shall provide the employer with a written request for leave at least 7 days in advance of the time the employee is required to utilize the visitation right. In emergency situations, no more than 24 hours notice shall be required. The employee must consult with the employer to schedule the leave so as not to disrupt unduly the operations of the employer.
- (b) Nothing in this Act requires that the leave be paid.
- (c) For regularly scheduled, non-emergency visitations, schools shall make time available for visitation during regular school hours and evening hours.

147/20. Compensation

An employee who utilizes or seeks to utilize the rights afforded by this Act may choose the opportunity to make up the time so taken as guaranteed by this Act on a different day or shift as directed by the employer. An employee who exercises his rights under this Act shall not be required to make up the time taken, but if such employee does not make up the time taken, such employee shall not be compensated for the time taken. An employee who does make up the time taken shall be paid at the same rate as paid for normal working time. Employers shall make a good faith effort to permit an employee to make up the time taken for the purposes of this Act. If no reasonable opportunity exists for the employee to make up the time taken, the employee shall not be paid for the time. A reasonable opportunity to make up the time taken does not include the scheduling of make-up time in a manner that would

require the payment of wages on an overtime basis. Notwithstanding any other provision of this Section, if unpaid leave under this Act conflicts with the unreduced compensation requirement for exempt employees under the federal Fair Labor Standards Act, an employer may require an employee to make up the leave hours within the same pay period.

147/25. Notification

The State Superintendent of Education shall notify each public and private primary and secondary school of this Act. Each public and private school shall notify parents or guardians of the school's students of their school visitation rights. The Department of Labor shall notify employers of this Act.

147/30. Verification

Upon completion of school visitation rights by a parent or guardian, the school administrator shall provide the parent or guardian documentation of the school visitation. The parent or guardian shall submit such verification to the employer. The State Superintendent and the Director of the Department of Labor shall suggest a standard form of documentation of school visitation to schools for use as required by this Section. The standard form of documentation shall include, but not be limited to, the exact time and date the visitation occurred and ended. Failure of a parent or guardian to submit the verification statement from the school to his or her employer within 2 working days of the school visitation subjects the employee to the standard disciplinary procedures imposed by the employer for unexcused absences from work.

147/35. Employee rights

No employee shall lose any employee benefits, except as provided for in Section 20 of this Act, for exercising his or her rights under this Act. Nothing in this Act shall be construed to affect an employer's obligation to comply with any collective bargaining agreement or employee benefit plan. Nothing in this Act shall prevent an employer from providing school visitation rights in excess of the requirements of this Act. The rights afforded by this Act shall not be diminished by any collective bargaining act or by any employee benefit plan.

147/40. Applicability

This Act applies solely to public and private employers that employ at least 50 or more individuals in Illinois, and to their employees.

147/45. Violation

Any employer who violates this Act is guilty of a petty offense and may be fined not more than \$100 for each offense.

147/49. Limits on leave

No employer that is subject to this Act is required to grant school visitation leave to an employee if granting the leave would result in more than 5% of the employer's work force or 5% of an employer's work force shift taking school conference or activity leave at the same time.

DATED: May 2006

## Letter to Parents Concerning Military Recruiters and Postsecondary Institutions Receiving Student Directory Information (7:340-E3)

On District letterhead

Date

Re: Military Recruiters and Postsecondary Institutions Receiving Student Directory Information

Dear Parents:

From time-to-time, military recruiters and postsecondary educational institutions request the names, telephone numbers, and addresses of our secondary students. The school must provide this information unless the parent(s)/guardian(s) request that it not be disclosed without their prior written consent.

Important: If you do not want military recruiters or institutions of higher learning to be given your secondary school student's name, address, and telephone number, please complete the form below and return it to the Building Principal.

Sincerely,

Superintendent

To be submitted to the Building Principal.

Please do not release my child's name, telephone numbers, and/or address, to:

Military Recruiters  
Institutions of higher education

Student Name (please print) Student ID Number

Parent/Guardian Name (please print)

Parent/Guardian Signature Date

August 2003

## Misconduct by Students with Disabilities (7:230)

### Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

### Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education 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.

LEGAL REF.: Individuals With Disabilities Education Improvement Act of 2004, 20 U.S.C. §§1412, 1413, and 1415.

Gun-Free Schools Act, 20 U.S.C. § 3351 et seq.

34 CFR §§ 300.101, 300.530-536.

105 ILCS 5/10-22.6 and 5/14-8.05.

23 Ill. Admin. Code §§ 226.400.

Honig v. Doe, 108 S.Ct. 592 (1988).

CROSS REF.: 2:150, 6:120, 7:130, 7:190, 7:200, 7:210, 7:220

ADOPTED: October 4, 1999

REVISED: September 9, 2002; February 26, 2009; November 19, 2009

## Notice to Parents/Guardians of Students Enrolled in Family Life and Sex Education Classes (6:60-E)

Date

Class and Time

Teacher

Classes or Courses on Sex Education, Family Life Instruction, instruction on Diseases, Recognizing and Avoiding Sexual Abuse, or Donor Programs for Organ/Tissue, Blood Donor, and Transplantation

For your information, all classes that teach sex education emphasize that abstinence from sexual activity is the expected norm. Family life courses are designed to promote a wholesome and comprehensive understanding of the emotional, psychological, physiological, hygienic and social responsibility aspects of family life, and for grades 6 through 12, the prevention of AIDS.

### Request to Examine Instructional Material

A sample of the District's instructional materials and course outline for these classes or courses are available from the classroom teacher for your inspection. If you are requesting to examine this material, please complete the following statement and return it to your child's classroom teacher within 5 days.

I request to examine the instructional materials and course outline for this class.

### Class Attendance Waiver Request

According to State law, no student is required to take or participate in these classes or courses. There is no penalty for refusing to take or participate in such a course or program.

If you do not want your child to participate in these classes or courses, please complete the following Class Attendance Waiver statement and return it to your child's classroom teacher within 5 school days.

I request that the District waive the class attendance of my child in a class or courses on:

- Comprehensive sex education, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS
- Family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS
- Instruction on diseases
- Recognizing and avoiding sexual abuse
- Instruction on donor programs for organ/tissue, blood donor, and transplantation

Student (please print)

Parent/Guardian (please print)

Parent/Guardian Signature

Date

DATED: May 2006

## Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications (5:190-E1)

On District letterhead

Date

Re: Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications

Dear Parents:

As a parent or guardian of a student at a school receiving funds under Title I of the Elementary and Secondary Education Act, you have the right to know the professional qualifications of the teachers who instruct your child and the paraprofessionals, if any, who assist them. Federal law gives you the right to receive the following information about each of your child's classroom teachers and their paraprofessional assistants, if any:

- Whether Illinois has licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived.
- The teacher's college major.
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please contact the school office.

Sincerely,

Superintendent

October 2003

## Notice to Parents Required by No Child Left Behind Act of 2001 (6:170-AP2)

Improving Basic Programs Operated by Local Educational Agencies

1. As required by NCLB §1111(h)(6)(A): At the beginning of each school year, a school district that receives funds under this part shall notify the parents of each student attending any school receiving funds under this part that the parents may request, and the district will provide the parents on request, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:
  - a. Whether the teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
  - b. Whether the teacher is teaching under emergency or other provisional status.
  - c. The teacher's baccalaureate degree major and any other graduate certifications or degrees.
  - d. Whether paraprofessionals provide services to the student and, if so, their qualifications.
2. As required by NCLB §1111(h)(6)(B)(i): Districts must provide to parents information on the level of achievement of the parent's child in each of the State academic assessments.
3. As required by NCLB §1111(h)(6)(B)(ii): Districts must provide parents timely notice that the parent's child has been assigned, or has been taught for 4 or more consecutive weeks by, a teacher who is not highly qualified.

Limited English Proficient Students

1. As required by NCLB §1112(g)(l)(A) and (g)(2), and §3302(a): Districts must inform a parent of a limited English proficient child identified for participation, or participating in, such a program of the reasons for their child being identified, their child's level of English proficiency, instructional method, how their child's program will meet their child's needs, how the program will help the child to learn English, exit requirements for the program to meet the objectives of any limited English proficiency, and information regarding parental rights.
2. As required by NCLB §1112(g)(l)(B), and §3302(b): Each district using funds provided under this part to provide a language instruction educational program that has failed to make progress on the annual measurable achievement objectives described in section 3122 for any fiscal year for which part A is in effect, shall separately inform the parents of a child identified for participation in such a program, or participating in such program, of such failure not later than 30 days after such failure occurs.
3. As required by NCLB §1112(g)(4) and §3302(e): Each district shall implement an effective means of outreach to parents of limited English proficient students to inform the parents regarding how they can be involved in their children's education, and be active participants in assisting their children to attain English proficiency, achieve at high levels in core academic subjects, and meet challenging State academic achievement standards and State academic content standards expected of all students. In addition, the outreach shall include holding, and sending notice of opportunities for, regular meetings for formulating and responding to parent recommendations.

Academic Assessment and Local Education Agency and School Improvement

1. As required by NCLB §1116(b)(6): Districts shall promptly provide to parents of each student enrolled in an elementary school or a secondary school identified for school improvement under §1116(b)(1)(E)(i), for corrective action under §1116(b)(7)(C)(i), or for restructuring under §1116(b)(8)(A)(i).
  - a. An explanation of what the identification means, and how the school compares in terms of academic achievement to other district schools and the State educational agency;
  - b. The reasons for the identification;
  - c. An explanation of what the school identified for school improvement is doing to address the problem;
  - d. An explanation of what the district or State educational agency is doing to help the school address the achievement

problem;

- e. An explanation of how the parents can become involved in addressing the academic issues that caused the school to be identified for school improvement; and
  - f. An explanation of the parents' option to transfer their child to another public school under paragraphs (1)(E), (5)(A), (7)(C)(i), (8)(A)(i), and subsection (c)(10)(C)(vii) (with transportation provided by the agency when required by paragraph (9)) or to obtain supplemental educational services for the child, in accordance with subsection (e).
2. As required by NCLB §1116(b)(8)(c): Whenever the school fails to make adequate yearly progress and/or is restructured, the district shall provide the teachers and parents with an adequate opportunity to comment and participate in developing a plan.
  3. As required by NCLB §1116(e)(2)(A): The district shall provide annual notice to parents of each student enrolled in an elementary school or a secondary school identified for school improvement under §1116(b)(1)(E)(i), for corrective action under §1116(b)(7)(C)(i), or for restructuring under §1116(b)(8)(A)(i):
    - a. The availability of supplemental education services;
    - b. The identity of approved providers that are within the district or whose services are reasonably available in neighboring districts; and
    - c. A brief description of those services, qualifications, and demonstrated effectiveness of each such provider.

#### Parental Involvement

1. As required by NCLB §1118(b): Parents shall be notified of the parental involvement policy in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such policy shall be made available to the local community and updated periodically to meet the changing needs of parents and the school.
2. As required by NCLB §1118(c): Each school shall:
  - a. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation, and to explain the requirements of this part, and the right of the parents to be involved;
  - b. Offer a flexible number of meetings;
- c. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs including the planning, review, and improvements of the school parental involvement policy and the joint development of the schoolwide program plan under §1114(b)(2);
  - d. Provide parents of participating children:
    - Timely information about programs under this part;
    - A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet; and
    - If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible.

#### Voluntary Public School Choice Program

1. As required by NCLB §5245(a): The district shall provide to parents of students in the area to be served by the Voluntary Public School Choice program with prompt notice of:
  - a. The existence of the program;
  - b. The program's availability; and
  - c. A clear explanation of how the program will operate.

#### Education of Homeless Children and Youths

1. As required by NCLB §722(e)(3)(C): The district shall provide written notice, at the time any homeless child or youth seeks enrollment in such school, and at least twice annually while the child or youth is enrolled in such school, to the parent or guardian of the child or youth (or, in the case of an unaccompanied youth, the youth) that:
  - a. Shall be signed by the parent or guardian;
  - b. Sets the general rights provided under this subtitle;
  - c. Specifically states:
    - The choice of schools homeless children and youths are eligible to attend,
    - That no homeless child or youth is required to attend a separate school for homeless children or youths,
    - That homeless children and youths shall be provided comparable services including transportation services, educational services, and meals through school meals programs; and
    - That homeless children and youths should not be stigmatized by school personnel; and,
  - d. Includes contact information for the local liaison for homeless children and youths.
2. As required by NCLB §722(g)(2)(B)(iii): In the case of an unaccompanied homeless youth, the district shall ensure that the homeless liaison assists in placement or enrollment decisions under this subparagraph, considers the views of such unaccompanied youth, and provides notice to such youth of the right to appeal.
3. As required by NCLB §722(g)(6)(A)(iv): Each district shall ensure that public notice of the educational rights of homeless children is disseminated where such children and youths receive services under this Act, such as schools, family shelters, and soup kitchens.

#### Student Privacy

1. As required by NCLB §1061(c)(2)(A): The student privacy policies developed by a district shall provide for reasonable notice of the adoption or continued use of such policies directly to the parents of students enrolled in schools served by that district. At

a minimum, the district shall:

- a. Provide such notice at least annually, at the beginning of the school year, and within a reasonable period of time after any substantive change in such policies; and
  - b. Offer an opportunity for the parent to opt the student out of the activity.
2. As required by NCLB §1061(c)(2): All districts shall provide reasonable notice of such existing policies to parents and guardians of students, e.g. "The Board has adopted and continues to use policies regarding student privacy, parental access to information, and administration of certain physical examinations to minors. (Copies of those policies are available on request.)"

December, 2002

## **Notification to Parents and Students of Rights Concerning a Student's School Records (7:340-E1)**

This notification may be distributed by any means likely to reach the parent(s)/guardian(s).

The District maintains two types of school records for each student: permanent record and temporary record. These records may be integrated.

The permanent record includes:

1. Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/ guardian(s)
2. Academic transcripts, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations
3. Attendance record
4. Accident and health reports
5. Scores received on all State assessment tests administered in grades 9 through 12.

The permanent record may include:

1. Honors and awards received
2. School-sponsored activities and athletics.

No other information shall be kept in the permanent record. The permanent record shall be maintained for at least 50 years after the student graduated, withdrew, or transferred.

All other information not required to be kept in the student permanent record is kept in the student temporary record and must include:

1. A record of release of temporary record information in accordance with 105 ILCS 10/6(c).
2. Scores received on the State assessment tests administered in the elementary grade levels (that is kindergarten through grade 8).
3. Information regarding serious infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction
4. Information provided under the Abused and Neglected Child Reporting Act (325 ILCS 5/8.6), including any final finding report received from a Child Protection Service Unit
5. Completed home language survey.

The temporary record may include:

1. Family background information
2. Intelligence test scores, group and individual
3. Aptitude test scores
4. Reports of psychological evaluations, including information on intelligence, personality, and academic information obtained through test administration, observation, or interviews
5. Elementary and secondary achievement-level test results
6. Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
7. Honors and awards received
8. Teacher anecdotal records
9. Other disciplinary information
10. Special education files, including the report of the multidisciplinary staffing on which placement or nonplacement was based, and all records and tape recordings related to special education placement hearings and appeals
11. Verified reports or information from non-educational persons, agencies, or organizations
12. Verified information of clear relevance to the student's education

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students 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.

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have



the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. Parents/guardians or students should submit to the Building 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 student of the time and place where the records may be inspected. The District charges \$.25 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

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

2. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.

Parent(s)/guardian(s) or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the Building Principal or records custodian, clearly identify the record they want changed, and specify the reason.

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

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

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

When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge (1) academic grades, or (2) references to expulsions or out-of-school suspensions. 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 persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. The right to a copy of any school student record proposed to be destroyed or deleted.
5. Student records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.
5. The right to prohibit the release of directory information concerning the parent(s)/guardian's child.

Throughout the school year, the District may release directory information regarding students, limited to:

Name

Address

Gender

Grade level

Birth date and place

Parents'/guardians' names and addresses

Academic awards, degrees, and honors

Information in relation to school sponsored activities, organizations, and athletics

Major field of study

Period of attendance in school

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.

A photograph of an unnamed student is not a school record because the student is not individually identified. The District shall obtain the consent of a student's parent(s)/guardian(s) before publishing a photograph or videotape of the student in which the student is identified.

6. The right to request that military recruiters or institutions of higher learning not be granted access to your secondary school student's name, address and telephone numbers without your prior written consent.

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parent(s)/guardian(s) request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the Building Principal where your student is enrolled for further instructions.

7. The right contained in this statement: No person may condition the granting or withholding 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
8. 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  
 August 2003  
 REVISED: May 2006

## Notification to Parents of Family Privacy Rights (7:15 E)

The School Board has a policy concerning privacy and parental access to information. A complete copy of the policy 7:15, Student and Family Privacy Rights, is available upon your request from the general administration office. Please read the policy for a more thorough explanation of these rights.

Please note that a student's parent(s)/guardian(s) may inspect certain documents and/or refuse to allow their child or ward to participate in activities described in the box below. The school will not penalize any student whose parent(s)/guardian(s) exercises this option.

Your child or ward will be asked to complete a survey as described below: [District inserts survey description, the topics being surveyed, whether it was created by a third party, and whether it will be anonymous.]

This activity is scheduled on or about \_\_\_\_\_.  
 [District inserts date before sending notification]

If you would like to inspect this survey, please contact the school where your child or ward is enrolled by \_\_\_\_\_. [District inserts required response date]

If we do not hear from you by this date, we will assume you do not object to having your child or ward participate in the survey.  
 REVISED: October, 2002

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

Preventing Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal.

Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school sponsored education program or activity;
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

For purposes of this policy, the term bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

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

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

The Superintendent or designee shall develop and maintain a program that:

1. Fully implements and enforces each of the following Board policies:
  - a. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic that is identified in the policy. Each of those characteristics is also identified in

this policy's second paragraph.

b. 7:190, Student Discipline. This policy prohibits students from engaging in hazing, bullying, or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, or other comparable conduct.

c. 7:310, Restrictions on Publications and Written or Electronic Material. This policy prohibits students from: (a) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (b) creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

d. 6:235, Access to Electronic Networks. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use. It subjects any individual to the loss of privileges, disciplinary action, and/or appropriate legal actions for violating the District's Authorization of Electronic Network Access.

Full implementation of the above policies includes (a) conducting a prompt and thorough investigation of alleged incidents of bullying, intimidation, harassing behavior, or similar conduct, (b) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (c) protecting students against retaliation for reporting such conduct.

2. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.
3. Includes bullying prevention and character instruction in all grades in accordance with State law and Board policy 6:60, Curriculum Content. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, Student Social and Emotional Development.
4. Fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes: (a) communicating the District's expectation—and the State law requirement—that teachers and other certified employees maintain discipline, and (b) establishing a process for staff members to fulfill their obligation to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
5. Encourages all members of the school community, including students, parents, volunteers, and visitors to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence.
6. Actively involves students' parents/guardians in the remediation of the behavior(s) of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior.
7. Communicates the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.
8. Annually communicates this policy to students and their parents/guardians. This includes annually disseminating information to all students and parents/guardians explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form.
9. Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness.
10. Complies with State and federal law and is in alignment with Board policies. This includes prompting the Board to update the policy beginning every 2 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

This policy is not intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 or 4 of Article 1 of the Ill. Constitution.

LEGAL REF.: 405 ILS 49/1, Children's Mental Health Act.

105 ILCS 5/10-20.14, 5/24-24, and 5/27-23.7.

23 Ill.Admin.Code §1.240 and §1.280

CROSS REF.: 2:240, 5:230, 6:60, 6:65, 7:20, 7:190, 7:220, 7:230, 7:240, 7:285; 7:310

ADOPTED: January 31, 2008; June 24, 2010; November 18, 2010

## **Programs for Students At Risk of Academic Failure &/or Dropping Out of School (6:110)**

The Superintendent or designee shall supervise a program for students at risk of academic failure or of dropping out of school. The program shall include education and support services that address individual learning styles, career development, and social needs, and may include:

- Parent-teacher conferences
- Counseling services by social workers and/or guidance counselors
- Counseling services by psychologists
- Psychological testing
- Truants' alternative and optional educational programs
- Alternative school placement

- Community agency services
- Alternative Learning Opportunities Program, in conformity with the Alternative Learning Opportunities Law, as it may be amended from time-to-time
- Graduation incentives program

Any student who is below the age of 20 years is eligible to enroll in a graduation incentives program if he or she:

1. Is considered a drop-out according to State law;
2. Has been suspended or expelled;
3. Is pregnant or is a parent;
4. Has been assessed as chemically dependent; or
5. Is enrolled in a bilingual education or LEP program.

LEGAL REF.: 105 ILCS 5/2-3.41, 5/2-3.66, 5/2-3.66b, 5/13B-1, et seq., 5/26-2a, 5/26-13 and 5/26-14.

CROSS REF.: 6:270, 7:70; 6:300

ADOPTED: October 4, 1999

REVISED: February 24, 2003; March 30, 2010, May 7, 2013

## Prohibited Student Conduct (7:190)

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

1. Using, possessing, distributing, purchasing, or selling tobacco 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, or selling:
  - a. Any illegal drug, controlled substance, or cannabis.
  - 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 or 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 medications.
  - f. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (1) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (2) 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.

Drug paraphernalia, including devices that are or can be used to: (1) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substance. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.
5. Using or possessing an electronic paging device. Using an electronic device such as a cellular telephone, smartphone, tablet, MP3 player, video recording device, or a personal digital assistant (PDA), 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, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. All electronic devices must be off and out of sight in areas that include, but are not limited to, hallways, classrooms, libraries, Media Centers, mezzanines, detention, computer labs, locker rooms, washrooms, study halls, and in-school assignments, unless (a) the supervising teacher grants permission, (b) use of the device is included 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 direct supervision and in the context of instruction.
7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives including, but not limited to, refusing a District staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other

comparable conduct.

10. 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 recognized excuse; State law and Board policy regarding truancy control will be used with 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. Pledging 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. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

16. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations where 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) at 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.

The 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 or at any time;

2. Off school grounds at a school-sponsored activity, or event, or any activity 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 an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

#### Disciplinary Measures

Disciplinary measures include:

1. Disciplinary conference.

2. Withholding of privileges.

3. Seizure of contraband.

4. Suspension from school and all school-activities for up to 10 days, provided that appropriate procedures are followed. A

suspended student is prohibited from being on school grounds.

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. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, or weapons.

8. Notifying parent(s)/guardian(s).

9. Temporary removal from the classroom.

10. In-school suspension for a period not to exceed 5 school days. The Building Principal or a designee shall ensure that the student is properly supervised.

11. After-school study, provided the student's parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or a designee.

12. A student may be assigned an alternative consequence on a one-time basis at the discretion of the Dean and only after other disciplinary measures have not had an impact on behavior. The hours and activity will be determined by the Dean, will not result in additional supervision for staff, and will not count toward the service learning graduation requirement.

A student who is subject to a suspension in excess of 20 school days or an expulsion may be immediately transferred to an

alternative program in the manner provided in Article 13A or 13B of the School Code.

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

#### Weapons

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

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24 1).

2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

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

#### Required Notices

A school staff member shall immediately notify the office of the Building Principal in the event that he or she (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision. (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify a 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, corporal punishment or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel or other persons, or for the purpose of self-defense or defense of property. Teachers may temporarily remove students from a classroom for disruptive behavior.

The Superintendent, Building Principal, Associate/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 School Board may suspend a student from riding the bus in excess of 10 days for safety reasons.

#### Student Handbook

The Superintendent, with input from the parent-teacher advisory committee, shall prepare disciplinary rules implementing the District's disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval.

A student handbook, including the District disciplinary policies and rules, shall be distributed to the students' parent(s)/guardian(s) within 15 days of the beginning of the school year or a student's enrollment.

LEGAL REF.: Gun-Free Schools Act, 20 U.S.C. § 7151et seq.

Pro-Children Act of 1994, 20 U.S.C. § 6081.

105 ILCS 5/10-20.5b, 5/10-20.14, 5.10-20.28, 5/10-20.36, 5/10-21.7, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/24-24, 5/26-12, 5/27-23.7, and 5/31-3.

23 Ill. Admin. Code § 1.210 and 1.280.

CROSS REF.: 2:240, 5:230, 6:110, 7:70, 7:130, 7:140, 7:150, 7:160, 7:170, 7:180,

7:200, 7:210, 7:220, 7:230, 7:240, 7:270, 7:310, 8:30

ADOPTED: October 4, 1999

UPDATED: April 2008 (formatting & legal/cross references)

REVISED: February 19, 2001; September 23, 2002; September 29, 2005; October 25, 2007; February 25, 2010; January 27, 2010; July 1, 2011; May 31, 2012; February 28, 2013

## Residence (7:60)

### Resident Students

Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. A student's residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child's natural or adoptive parent, shall complete a signed statement, stating:

- that he or she has assumed and exercises legal responsibility for the child,
- the reason the child lives with him or her, other than to receive an education in the District, and
- that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. If the District knows the current address of the child's natural or adoptive parent, the District shall request in writing that the person complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

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

When a student's change of residence is due to the military service obligation of the student's legal parent/guardian, the student's residence is deemed to be unchanged for the duration of the parent/guardian's military service obligation if the student's parent/guardian made a written request. The District, however, is not responsible for the student's transportation to or from school.

If at the time of enrollment a dependent child of military personnel is housed in temporary housing located outside the District, but will be living within the District within 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition.

**Requests for Non-Resident Student Admission**

Non-resident students may attend District schools upon the approval of a request submitted by the student's parent(s)/guardian(s) for non-resident admission. The Superintendent may approve the request subject to the following:

The student will attend on a year-to-year basis. Approval for any one year is not authorization to attend a following year.

The student will be accepted only if there is sufficient room.

The student's parent(s)/guardian(s) will be charged the maximum amount of tuition as allowed by State law.

The students will attend the school designated by the School Board.

The student's parent(s)/guardian(s) will be responsible for transporting the student to and from school.

**Homeless Children**

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. Board Policy 6:140, Education of Homeless Children, and its implementing administrative procedures govern the enrollment of homeless children.

**Challenging a Student's Residence Status**

If the Superintendent or designee determines that a student attending school on a tuition-free basis is a non-resident of the District for whom tuition is required to be charged, he or she on behalf of the Board shall notify the person who enrolled the student of the tuition amount that is due. The notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by The School Code, 105 ILCS 5/10-20.12b.

LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. § 11431 et seq.

105 ILCS 5/10-20.12a, 5/10-20.12b, and 5/10-22.5.

105 ILCS 45/.

23 Ill. Admin. Code § 1.240.

Israel S. by Owens v. Board of Educ. of Oak Park and River Forest High School Dist. 200, 601 N.E.2d 1264 (Ill. App.1, 1992).

Joel R. v. School Board of Manheim School District 83, 686 N.E.2d 650 (Ill. App. 1997).

Kraut v. Rachford, 366 N.E.2d 497 (1st Dist. 1977).

CROSS REF.: 6:15, 6:140, 7:50, 7:70

ADOPTED: October 4, 1999

REVISED: October 28, 2002; June 30, 2003; January 27, 2005; May 22, 2006; April 30, 2009

**Response to Application for Fee Waiver, Appeal, and Response to Appeal (4:140-E2)**

Response to Application for Fee Waiver (To Parents)

Student's Name (please print) \_\_\_\_\_ School \_\_\_\_\_  
 Request granted  Request denied for the following reason(s):

If your request was denied, you may appeal in writing by completing the following portion of this form and submitting it to the Superintendent within 14 days of your receipt of this decision. If you appeal this decision, you have the right to meet with the Superintendent or designee to explain why the fee waiver should be granted. You may reapply at any time if circumstances change.

Building Principal \_\_\_\_\_ Date \_\_\_\_\_

**Appeal of Denial of Fee Waiver (To be submitted to the Superintendent)**

I am exercising my right to appeal the Building Principal's denial of my request to waive the fee described above.

I would like to explain why the fee waiver should be granted during a telephone conversation or during a meeting with the person who will decide my appeal. (If you check this box, someone from the Superintendent's office will contact you to make arrangements.)

Parent/Guardian (please print) \_\_\_\_\_ Telephone Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

The Superintendent's office will notify you of the results of your appeal in approximately 14 calendar days.

**Response to Appeal Fee Waiver Denial (To Parents)**

I have reviewed your appeal.

0 Request granted  
0 Request denied for the following reason(s):

Superintendent \_\_\_\_\_ Date \_\_\_\_\_  
DATED: January 1, 2001  
REVISED: December 2005

## **Safety (4:170)**

### **Safety Program**

All District operations, including the education program, shall be conducted in a manner that will promote the safety of everyone on District property or at a District event.

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

1. Three school evacuation drills,
2. One bus evacuation drill, and
3. One severe weather and shelter-in-place drill.

The Superintendent or appropriate designee must conduct a law enforcement drill during in one of the District's school buildings during the academic year. Any appropriate local law enforcement agency may conduct and participate in this law enforcement drill. The law enforcement drill must be conducted according to the District's comprehensive safety and crisis plan and it may be conducted on days and times that students are not present in the buildings.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to use any available cellular telephone. A school bus driver is prohibited from operating a school bus while using a cellular telephone, except: (1) during an emergency situation, (2) to call for assistance if there is a mechanical problem, (3) where a cellular telephone is owned by the school district and used as a digital two-way radio, and (4) when the school bus is parked.

### **Convicted Child Sex Offender and Notification Laws**

State law prohibits a child sex offender from being present on school property within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and the parent/guardian is: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion and notifies the Building Principal of his or her presence at the school; or
2. Has permission to be present from the School Board, Superintendent or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Sex Offender Community Notification Law and the child Murderer and Violent Offender Against Youth Community Notification Law. The Building Principal or designee shall serve as the District contact person for purposes of these laws. The Superintendent and Building Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. This notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable.

All contracts with the School District that may involve an employee or agent of the contractor having any contact, direct or indirect, with a student, shall contain the following:

The contractor shall not send to any school building or school property any employee or agent who would be prohibited from being employed by the District due to a conviction of a crime listed in 105 ILCS 5/10-21.9, or who is listed in the Statewide Sex Offender Registry or the Statewide Violent Offender Against Youth Database. The contractor shall obtain a fingerprint-based criminal history records check before sending any employee or agent to any school building or school property. Additionally, at least quarterly, the contractor shall check if an employee or agent is listed on the Statewide Sex Offender Registry or the Statewide Violent Offender Against Youth Database.



### Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to:

1. All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education.
2. Any student who is a victim of a violent criminal offense, as defined by 725 ILCS 120/3, that occurred on school grounds during regular school hours or during a school-sponsored event.

The Superintendent or designee shall develop procedures to implement the unsafe school choice option.

### Student Insurance

The School Board shall annually designate a company to offer student accident insurance coverage. The Board does not endorse the plan nor recommend that parents/guardians secure the coverage and any contract is between the parents/guardians and the company. Students participating in athletics, cheerleading, or pompons must have school accident insurance unless the parents/guardians state in writing that the student is covered under a family health insurance plan.

### Emergency Closing

The Superintendent is authorized to close the schools in the event of hazardous weather or other emergencies that threaten the safety of students, staff members, or school property.

LEGAL REF.: 105 ILCS 5/10-20.28, 5/10-21.3a, 5/10-21.9, and 128.

210 ILCS 74

625 ILCS 5/12-813.1.

730 ILCS 152/101 et seq.

CROSS REF.: 4:170-AP2, 4:170-AP3, 4:170-AP6, 5:30, 5:30-AP2, 6:190, 6:250, 7:220, 7:300, 8:30, 8:100

ADOPTED: October 4, 1999

REVISED: December 16, 2002; June 24, 2004; April 27, 2006; February 22, 2007; August 28, 2008; April 30, 2009; February 24, 2011

## School Admissions & Student Transfers to & From Non-District Schools (7:50)

### Admission Procedure

All students must register for school each year on the dates and at the place designated by the Superintendent.

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

1. A certified copy of the student's birth certificate. If a birth certificate is not presented, the Superintendent or designee shall notify in writing the person enrolling the student that within 30 days he or she must provide a certified copy of the student's birth certificate. A student will be enrolled without a birth certificate. When a certified copy of the birth certificate is presented, the school shall promptly make a copy for its records, place the copy in the student's temporary record, and return the original to the person enrolling the child. If a person enrolling a student fails to provide a certified copy of the student's birth certificate, the Superintendent or designee shall immediately notify the local law enforcement agency, and shall also notify the person enrolling the student in writing that, unless he or she complies within 10 days, the case will be referred to the local law enforcement authority for investigation. If compliance is not obtained within that 10-day period, the Superintendent or designee shall immediately report to the local law enforcement authority any material received pursuant to this paragraph that appears inaccurate or suspicious in form or content.
2. Proof of residence, as required by Board policy 7:60, Residence.
3. Proof of disease immunization or detection and the required physical examination, as required by State law and Board policy 7:100, Health Examinations, Immunizations, and Exclusion of Students.

### Homeless Children

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required for enrollment. Board policy 6:140, Education of Homeless Children, and its implementing administrative procedures, govern the enrollment of homeless children.

### Student Transfers To and From Non-District Schools

A student may transfer into or out of the District according to State law and procedures developed by the Superintendent. A student seeking to transfer into the District must serve the entire term of any suspension or expulsion, imposed for any reason by any public or private school, in this or any other state, before being admitted into the School District.

### Foreign Exchange Students

The District accepts foreign exchange students with a J-1 visa and who reside within the District as participants in an exchange program sponsored by organizations screened by administration for a period of time not to exceed twelve months. Exchange students on a J-1 visa are not required to pay tuition. There shall be a limit of two exchange students admitted in any given year at each of the attendance centers. Exchange students must comply with District immunization requirements. Once admitted, exchange students become subject to all District policies and regulations governing students.

## Re-Enrollment

Re-enrollment shall be denied to any individual 19 years of age or above who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. However, at the Superintendent's or designee's discretion and depending upon program availability, the individual may be enrolled in a graduation incentives program established under 105 ILCS 5/26-16 or an alternative learning opportunity program established under 105 ILCS 5/13b.1. Before being denied re-enrollment, the District will offer the individual due process as required in cases of expulsion under Policy 7:210, Expulsion Procedures. A person denied re-enrollment will be offered counseling and be directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals With Disabilities Education Improvement Act or accommodation plans under the Rehabilitation Act, Section 504.

LEGAL REF: McKinney Homeless Assistance Act, 42 U.S.C. § 11431 et seq.

Family Educational Rights and Privacy Act, 20 U.S.C. § 1232

Illegal Immigrant and Immigrant Responsibility Act of 1996, 8 U.S.C. § 1101.

Individuals with Disabilities Education Improvement Act, 20 U.S.C. §1400

et seq

Rehabilitation Act, Section 504, 29 U.S.C. §794

105 ILCS 5/2-3.13a,5/10-20.12, 5/10-22.5a, 5/14-1.02, 5/14-1.03a, 5/26-1, 5/26-2, 5/27-8.1, 10/8.1, 45/ and 70/

325 ILCS 50/ and 55/.

410.ILCS 315/2e.

20 Ill.Admin.Code Part 1290 , Missing Person Birth Records and School Registration.

23 Ill. Admin.Code Part 375 , Student Records.

CROSS REF: 6:30, 6:110, 6:140, 6:310, 6:300, 7:60, 7:70, 7:100, 7:340

ADOPTED: October 4, 1999

REVISED: February 19, 2001; August 19, 2002; October 28, 2002; September 25, 2003; January 27, 2005; September 29, 2005;

February 23, 2006; February 26, 2009; August 2010; February 24, 2011

## School Bus Safety Rules (4:170-AP3)

The Building Principal shall distribute the following rules to all students. Those students not qualifying for school bus transportation to and from school should receive a copy because they may from time-to-time be transported to school activities by school bus.

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
6. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
7. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
8. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
9. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
10. Never run back to the bus, even if you dropped or forgot something.

REVISED: September 2003; July 2008

## School Medication Authorization Form (7:270-E)

To be completed by the child's parent(s)/guardian(s). A new form must be completed every school year. Keep in the school nurse's office or, in the absence of a school nurse, the Building Principal's office.

Student's Name:

Birth Date:

Address:

Home Phone:

Emergency Phone:

School:

Grade:

Teacher:

To be completed by the student's physician, physician assistant, or advanced practice RN:

Physician's Printed Name:

Office Address:

Office Phone:

Emergency Phone:

Medication name:  
Purpose:  
Dosage: Frequency:  
Time medication is to be administered or under what circumstances:

Prescription date: Order date: Discontinuation date:  
Diagnosis requiring medication:  
Is it necessary for this medication to be administered during the school day? 0 Yes 0 No

Expected side effects, if any:  
Time interval for re-evaluation:  
Other medications student is receiving:  
Physician's signature Date  
Asthma Inhalers

Parents(s)/Guardian(s):  
Please attach prescription label here:  
For only parents/guardians of students who need to carry asthma medication or an EpiPen®:

I authorize the School District and its employees and agents, to allow my child or ward to possess and use his or her asthma medication and/or epinephrine auto-injector: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, 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 epinephrine auto-injector (105 ILCS 5/22-30). If you agree please initial: Parent(s)/guardian(s)

For all parents/guardians:

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School District and its employees and agents, in my behalf, to administer or to attempt to administer to my child (or to allow my child to self-administer, pursuant to State law, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse and specifically consent to such practices, and

I agree to 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 the administration or the child's self-administration of medication.

\_\_\_\_\_  
Parent/Guardian printed name Parent/Guardian printed name  
Address: (if different from Student's above: \_\_\_\_\_  
Phone: \_\_\_\_\_ Emergency phone: \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian signature\* Date Parent/Guardian signature\* Date

\* Both parents and/or guardians, if available, should sign.  
REVISED: December 2004; February 2007; January 2011

## Search & Seizure (7:140)

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

### School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The Superintendent or designee may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets,

knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the student's age and sex and the nature of the infraction.

When feasible, the search should be conducted as follows:

outside the view of others, including students;

in the presence of a school administrator or adult witness; and

by a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent. The student's parent(s)/guardian(s) shall be notified of the search as soon as possible.

#### Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

LEGAL REF.: Veronia School District 47J v. Acton, 115 S.Ct. 2385 (1995).

T.L.O. v. New Jersey, 105 S.Ct. 733 (1985).

Cornfield v. Consolidated High School Dist. No. 230, 991 F.2d 1316 (7th Cir. 1993).

People v. Dilworth, 661 N.E.2d 310 (1996).

People v. Pruitt, 662 N.E. 2d 540 (Ill. App. 1st Dist. 1996).

105 ILCS 5/10-20.14, 5/10-22.6, and 5/10-22.10a.

CROSS REF.: 7:130, 7:140, 7:140-R, 7:190

ADOPTED: October 4, 1999

REVISED: August 19, 2002

## Special Education Procedures Assuring the Implementation of Comprehensive Programming for Children with Disabilities (6:120-AP)

In its continuing commitment to help school districts and special education cooperatives comply with ISBE requirements for procedure, the special education committee of the Illinois Council of School Attorneys prepared model special education procedures. ISBE has approved these procedures as conforming to 23 Ill.Admin.Code §226.710. This ISBE rule contains the requirements for special education procedures that must be adopted by each school district and cooperative entity. The IASB/ISBE model procedures are approximately 80 pages and are available on the IASB website: <http://iasb.com/law/icsapedced.cfm>.  
March 2009

## Special Education Required Notice and Consent Forms (6:120-AP1, E2)

Below is the URL to ISBE's updated Special Education Required Notice and Consent Forms and Instructions. The forms are the official versions of the State-required forms and were updated in January 2008 to bring Illinois into compliance with IDEA 2004 and 23 Illinois Administrative Code Part 226. ISBE added three new forms: Parent/Guardian Notification of Individualized Education Program Amendment, Parent/Guardian Excusal of an Individualized Education Program Team Member, and Delegation of Rights to Make Educational Decisions. Each form contains useful instructions to understand the purpose and use of each form. The URL also provides access to each form in languages other than English. [www.isbe.net/spec-ed/html/consent.htm](http://www.isbe.net/spec-ed/html/consent.htm)  
March 2009

## Student Appearance (7:160)

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Procedures for handling students who dress or groom inappropriately will be developed by the Superintendent and included in the Student Handbook.

LEGAL REF.: 105 ILCS 5/10-22.25b.

Oleson by Oleson v. Board of Education, 676 F.Supp. 8 (N.D. Ill.1987).

CROSS REF.: 7:130, 7:190

ADOPTED: October 4, 1999

## Student & Family Privacy Rights (7:15)

### Surveys

All surveys requesting information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in Board Policy 6:10, Educational Philosophy and Objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

### Surveys Created by a Third Party

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

### Survey Requesting Personal Information

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The student's parent(s)/guardian(s) may:

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

### Instructional Material

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child/ward's educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

### Physical Exams or Screenings

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:

1. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
2. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.).
3. Is otherwise authorized by Board policy.

### Selling or Marketing Students' Personal Information Is Prohibited

No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term "personal information" means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent(s)/guardian(s) have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's "personal information" to a business organization or financial institution that issues credit or debit cards.

#### Notification of Rights and Procedures

The Superintendent or designee shall notify students' parent(s)/guardian(s) of:

1. This policy as well as its availability upon request from the general administration office.
2. How to opt their child or ward out of participation in activities as provided in this policy.
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.
4. How to request access to any survey or other material described in this policy.

This notification shall be given parent(s)/guardian(s) at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

The rights provided to parent(s)/guardian(s) in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.

LEGAL REF.: Protection of Pupil Rights, 20 U.S.C. § 1232h.

Children's Privacy Protection and Parental Empowerment Act 325 ILCS 17/1 et seq.

105 ILCS 5/10-20.38.

CROSS REF.: 2:260, 6:210, 6:220, 6:260, 7:130

ADOPTED: November 25, 2002

REVISED: June 24, 2004

UPDATED: April 2008 (formatting)

## Student Handbook – Gang Activity Prohibited (7:190-AP2)

Students are prohibited from engaging in gang activity. A "gang" is any group of 2 or more persons whose purpose includes the commission of illegal acts.

No student shall engage in any gang activity, including, but not limited to:

1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or other thing that are evidence of membership or affiliation in any gang.
2. Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or hand-shakes) showing membership or affiliation in a gang, and
3. Using any speech or committing any act or omission in furtherance of any gang or gang activity, including, but not limited to: (a) soliciting others for membership in any gangs, (b) requesting any person to pay protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school district policies, (d) inciting other students to act with physical violence upon any other person.

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

- Removal from extracurricular and athletic activities
- Conference with parent(s)/guardian(s)
- Referral to appropriate law enforcement agency
- Suspension for up to 10 days
- Expulsion not to exceed 2 calendar years

DATED: January 1, 2001

REVISED: April 2005; January 2006

## Student Records (7:340)

School student records are confidential and information from them shall not be released other than as provided by law. Any record that contains personally identifiable information or other information that would link the document to an individual student is a school student record if maintained by the District, except (1) records that are kept in the sole possession of a school staff member, are destroyed not later than the student's graduation or permanent withdrawal, and are not accessible or revealed to any other person except a temporary substitute teacher, and (2) records kept by law enforcement officials working in the school.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the District will comply with an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/ guardian.

The Superintendent shall implement this policy and with administrative procedures. The Superintendent shall also designate a

records custodian, who shall maintain student procedures. The Superintendent or a designee shall inform staff members of this policy, and shall inform students and their parent/guardian of it, as well as their rights regarding student school records.

LEGAL REF.: Chicago Tribune Co., v. Chicago Bd of Ed., 773 N.E.2d 674 (Ill.App. 1 Dist. 2002).

Owasso I.S.D. No. 1-011 v. Falva, 122 S. Ct. 934 (2002).

Family Educational Rights and Privacy Act, 20 U.S.C. § 1232; 34 C.F.R. Part 99.

Children's Privacy Protection and Parental Empowerment Act, P.A. 93-462.

105 ILCS 5/10-20.37, 5/14-1.01 et seq. and 10/1 et seq.

50 ILCS 205/7.

23 Ill. Admin. Code §§ 226 and 375.

CROSS REF.: 4:105, 7:15, 7:15-E, 7:340-AP, 7:340-E

ADOPTED: October 4, 1999

REVISED: August 19, 2001; October 28, 2002; May 2004; July 2006

## **Suspension Procedures (7:200)**

The following are suspension procedures:

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process or when the student refused to attend the conference and leaves school. In such cases, the notice and conference shall follow as soon as practicable. The School Board must be given a summary of the notice, including the reason for the suspension and the suspension length.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspensions shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension.
4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the School Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.
5. A student may be suspended and also recommended for expulsion when circumstances warrant.

LEGAL REF.: Goss v. Lopez, 95 S.Ct. 729 (1975).

Sieck v. Oak Park-River Forest H.S., 807 F.Supp. 73 (N.D.Ill., E.D. 1992).

105 ILCS 5/10-22.6(b).

CROSS REF.: 7:130, 7:190

ADOPTED: October 4, 1999; November 18, 2010

## **Title I Programs (6:170)**

The Superintendent or designee shall pursue funding under Title I of the Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

### **Title I Parental Involvement**

The District maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services, or enrolled in programs, under Title 1. These programs, activities, and procedures are described in District-level and School-level compacts.

#### **District-Level Parental Involvement Compact**

The Superintendent or designee shall develop a District-Level Parental Involvement Compact according to Title I requirements. The District-Level Parental Involvement Compact shall contain: (1) the District's expectations for parental involvement, (2) specific strategies for effective parent involvement activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law. The Superintendent or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title 1.

#### **School-Level Parental Involvement Compact**

Each Building Principal or designee shall develop a School-Level Parental Involvement Compact according to Title I requirements. This School-Level Parental Involvement Compact shall contain: (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each Building Principal or

designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title 1.

Incorporated by Reference 6:170-E1 and 6:170-E2

LEGAL REF.: Title I of the Elementary and Secondary Education Act, 20 U.S.C. §6301-6514.

CROSS REF.: 2:260, 4:110, 5:190, 5:280, 6-15, 6:140, 6:145, 6:160, 7:10, 7:30, 7:60, 7:100

ADOPTED: October 4, 1999

REVISED: December 16, 2002;

UPDATED: April 2008 (formatting)

## **Transportation (4:110)**

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available, or (2) within one and one-half miles from his or her assigned school where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing, and adequate public transportation is not available. A student's parent(s)/ guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act. Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the Superintendent or designee's approval and direction. In fixing the routes, the pick-up and discharge points should be as safe and convenient for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration. Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated any time a bus is bearing one or more students. The Superintendent shall implement procedures in accordance with State law for accepting comment calls about school bus driving.

All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

Pre-Trip and Post-Trip Vehicle Inspection. The Superintendent or designee shall develop and implement a pre-trip and post-trip inspection procedure to ensure that the school bus driver: (1) tests the two-way radio and ensures that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus at the end of each route, work shift, or work day, to check the bus for children or other passengers in the bus.

LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.

105 ILCS 5/10-22.22 and 5/29-1 et seq.

105 ILCS 45/1-15.

625 ILCS 5/1-148.3a-5, 5/1-182, 5/11-1414.1, 5/12-815, 5/12-816, 5/12-821, and 5/13-109.

23 Ill.Admin.Code §§1.510 and 226.935.

92 Ill.Admin.Code §440-3.

CROSS REF.: 5:100 (Staff Development), 5:120 (Ethics), 5:280 (Educational Support Personnel - Duties and Qualifications), 6:140 (Education of Homeless Children), 7:220 (Bus Conduct)

ADMIN. PROC.: 4:110-AP2 (Pre-Trip and Post-Trip Inspection; Bus Driving Comments), 6:140-AP (Education of Homeless Children)

ADOPTED: October 4, 1999

REVISED: October 28, 2002; June 24, 2004; January 31, 2008; February 25, 2010

## **Uniform Grievance Procedure (2:260)**

The Board desires that complaints brought by students, parents/guardians, employees, or community members be resolved through a fair and equitable process. To promote the effective processing of grievances, therefore, the procedure outlined below should be followed when authorized by Board Policy or when a complaint involves any of the following:

1. Disability discrimination under Title II of the Americans with Disabilities Act or Section 504 of the Rehabilitation Act of 1973;
2. Sexual harassment or sex discrimination under the Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, or Title IX of the Education Amendments of 1972;
3. \*Race discrimination or discrimination on the basis of other protected status under Title VI or Title VII of the Civil Rights Act;
4. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children.

### **Complaint Managers**

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

The Superintendent shall insert into this policy and keep current the names, addresses, and telephone numbers of the Complaint Manager(s).

Complaint Managers:

Name            Name



Address            Address  
Telephone        Telephone

## Procedures

### 1. Informal Resolution.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint brought under this policy shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines under this procedure may be extended by the Complaint Manager as he/she deems appropriate. As used in this policy, "school business days" means days on which the District's main office is open.

### 2. Filing a Formal Complaint

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

### 3. Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his/her behalf. If the Complainant is a student, the Complaint Manager will notify his/her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant, or by the Complainant's parent(s)/guardian(s) if the Complainant is under the age of eighteen (18) years.

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

Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his/her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board, which will make a decision in accordance with Section 4 of this policy. The Superintendent will keep the Board informed of all complaints.

### 4. Decision and Appeal

Within 10 school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as the Complaint Manager.

Within 10 school business days after receiving the Superintendent's decision, the Complainant may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board. Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action.

Individuals alleging that they have been discriminated against on the basis of their sex in the provision of or access to programs, activities, services, or benefits have the right to appeal the Board's decision to the Regional Superintendent and, thereafter, to the State Superintendent of Education. The Regional Superintendent retains discretion whether to hear such an appeal.

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

LEGAL REF: Age Discrimination in Employment Act, 29 U.S.C. §621 et. seq.

Americans With Disabilities Act, 42 U.S.C. §12101 et. seq.

Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et. seq.

Equal Pay Act, 29 U.S.C. §206(d).

Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et. seq.

Immigration Reform and Control Act, 8 U.S.C. §1324a et. seq.

Rehabilitation Act of 1973, 29 U.S.C. §791 et. seq.

Title VI of the Civil Rights Act, 42 U.S.C. §2000d et.

sec. Title IX of the Education Amendments, 20 U.S.C. §1681 et. seq. 105 ILCS 5/2-3.8, 5/3-10, 5/10-20.7a, 5/10-22.5, 5/22-19, 5/24-5/27.1, and 45/1-15.

Illinois Genetic Information Privacy Act, 410 ILCS 513/1 et. seq.

Illinois Whistleblower Act, 740 ILCS 174/1 et. seq.

Illinois Human Rights Act, 775 ILCS 5/1-101 et. seq.

Victims' Economic Security and Safety Act, 820 ILCS 180, 56 Ill. Admin. Code Part 280.

Equal Pay Act of 2003, 820 ILCS 112.

23 Ill. Admin. Code §§1.240 and 200-40.

CROSS REF: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Sexual Harassment), 6:170 (Title I Programs),

- 7:10 (Equal Educational Opportunities),
- 7:20 (Harassment of Students Prohibited),
- 7:180 (Preventing Bullying, Intimidation, and Harassment),
- 8:70 (Accommodating Individuals with Disabilities),
- 8:110 (Public Suggestions and Complaints)

ADOPTED: October 1, 1999

REVISED: December 18, 2000; August 19, 2002; January 29, 2004; August 26,

2008; December 17, 2009

## Using a Photograph or Videotape of a Student (7:340-E2)

Distribute to parent(s)/guardian(s) at the time they register a child for school and/or annually at the beginning of the school year.

**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 student, in various publications, including the school yearbook, school newspaper, and school website. 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 a 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.

In order for the school to publish a picture with a student identified by name, one of the student's parents or guardians must sign a consent form. Please complete and sign this form to allow the school to publish and otherwise use photographs and videotapes, with your child or ward identified, while he or she is enrolled in this school.

I grant consent to \_\_\_\_\_ School District to identify a picture of my child or ward, by full name and/or the school he or she attends, in any school sponsored material, publication, videotape, or website. This consent is valid for the entire time my child or ward is enrolled in \_\_\_\_\_ School. I may revoke this consent at any time by notifying the Building Principal.

\_\_\_\_\_  
Signed Parent/Guardian's Name

\_\_\_\_\_  
Printed Parent/Guardian's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child or Ward's Name

**Pictures of Students Taken by Non-School Agencies.** While the school limits access to school buildings by outside photographers, it has no control over news media or other entities that may publish a picture of a named or unnamed student. School staff members will not, however, identify a student for an outside photographer.

February, 2001

## Waiver of Road Test Program (6:60-AP1)

1. The Secretary of State may exempt a high school student, who has successfully completed an accredited high school driver education course consisting of a minimum of 30 hours of classroom instruction and 6 hours of behind-the-wheel training or 3 hours of behind-the-wheel training if the student has met the proficiency requirements and has been granted a Waiver Recommendation by the driver education instructor.
2. The School Board may adopt a policy permitting the District and the driver education instructors under their jurisdiction to participate in the waiver program.
3. Each local School Board which desires to participate in the waiver program must submit an application (i.e., Intent to Participate) to the Office of the Secretary of State, Driver Services Department, Field Services Division, 2701 South Dirksen Parkway, Springfield, IL 62723. This application shall include: The District name and address, the name and telephone number of a designated contact person, and the dated signature of the Superintendent.
4. Individual driver education instructors (under the jurisdiction of participating districts only) must sign a Compliance Affidavit, thereby agreeing to attend an initial certification clinic and a subsequent annual training session, and to submit to the Office of the Secretary of State (address as given in Provision 3) the road test, which meets minimum standards established by the Secretary of State in the Field Operations Manual, and which shall be administered as part of the waiver program.

The road test may be submitted as pertaining collectively to the driver education teachers of an entire District or school or individually by a single teacher. The Office of the Secretary of State must approve submitted road tests, and any changes therein, prior to waiver program implementation by participating districts and respective teachers.

The minimum standards will be available to all participating districts through the Office of the Secretary of State.

5. In order to recommend a waiver of road test for a qualifying student-driver applicant, a driver education instructor must be so certified by the Illinois State Board of Education, and must have a valid Illinois Driver's License. Instructors shall not be guilty of any felonious violations which would invalidate his/her license and/or teaching certificate.
6. Students who earn a combined final grade of A or B in driver education will be granted a Waiver Recommendation, subject to a spot-check certificate.
7. The secretary of State shall establish a procedure for spot-checking a sample of the waived driver population. The Field Services

Division of the Secretary of State's Office shall choose three calendar days per month and a waiver applicant whose birthday is on one of the selected days must take and pass a facility-administered road test. The dates may be altered every three months.

8. The Waiver Recommendation will expire on the same day as the individual's Instruction Permit. No extension for the Waiver beyond the expiration date shall be allowed.
9. Each participating instructor or designee, upon return receipt of an approved Compliance Affidavit (Provision 4), shall present the Affidavit at a Secretary of State Driver Services Facility. In return the instructor or designee will receive forms containing Skills/Maneuvers Checklists and Waiver Recommendation Certificates. (Available after April 1, 1986).  
When properly completed and signed, these forms will be granted to qualifying applicants. The forms and the "Blue Slip" must be presented at a full-service Secretary of State Facility where, subject to spot-check provisions, a photo license will be issued.  
As in the past, student-applicants may keep the "Blue Slip," but the Skills/Maneuvers Checklists and Waiver Recommendations will be retained and microfilmed.
10. Commercial driving schools shall not be allowed to participate in this waiver program.

DATED: January 1, 2001

## **Waiver of Student Fees (4:140)**

The Superintendent will recommend to the Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss of or damage to school books or other school-owned materials.

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

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule and that provisions for assisting parent(s)/guardian(s) to complete the application are available. A student shall be eligible for a fee waiver when:

1. The student is currently eligible for free lunches or breakfasts pursuant to 105 ILCS 125/1 et seq.;
2. The student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children);
3. A parent or guardian is currently serving active duty in any branch of the United States Armed Forces;
4. A parent or guardian is disabled or deceased as a result of his/her active duty in any branch of the United States Armed Forces.

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

1. Illness in the family;
2. Unusual expenses such as fire, flood, storm damage, etc.;
3. Seasonal unemployment;
4. Emergency situations;
5. When one or more of the parent(s)/guardian(s) are involved in a work stoppage.

The Board recognizes that some students will be unable to pay fees; however, students shall not be denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay fees and charges.

Questions regarding the fee waiver request process should be addressed to the Building Principal's office.

# August 2013

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>
<b>5</b>	<b>6</b>	<b>7</b>
<b>12</b>	<b>13</b>	<b>14</b>
<b>19</b>	<b>20</b>	<b>21</b>
<b>26</b>	<b>27</b>	<b>28</b>

*Thursday*

*Friday*

*Saturday/Sunday*

		<b>3</b>
<b>1</b>	<b>2</b>	<b>4</b>
		<b>10</b>
<b>8</b>	<b>9</b>	<b>11</b>
		<b>17</b>
<b>15</b>	<b>16</b>	<b>18</b>
		<b>24</b>
<b>22</b>	<b>23</b>	<b>25</b>
		<b>31</b>
<b>29</b>	<b>30</b>	

# September 2013

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>
<b>2</b>	<b>3</b>	<b>4</b>
<b>9</b>	<b>10</b>	<b>11</b>
<b>16</b>	<b>17</b>	<b>18</b>
<b>23</b>		
<b>30</b>	<b>24</b>	<b>25</b>

*Thursday*

*Friday*

*Saturday/Sunday*

**4**

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**7**

**8**

**12**

**13**

**14**

**15**

**19**

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**29**

# October 2013

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>
	<b>1</b>	<b>2</b>
<b>7</b>	<b>8</b>	<b>9</b>
<b>14</b>	<b>15</b>	<b>16</b>
<b>21</b>	<b>22</b>	<b>23</b>
<b>28</b>	<b>29</b>	<b>30</b>



*Thursday*

*Friday*

*Saturday/Sunday*

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**10**

**11**

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**19**

**17**

**18**

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**24**

**25**

**27**

**31**

# *November 2013*

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>
<b>4</b>	<b>5</b>	<b>6</b>
<b>11</b>	<b>12</b>	<b>13</b>
<b>18</b>	<b>19</b>	<b>20</b>
<b>25</b>	<b>26</b>	<b>27</b>

*Thursday*

*Friday*

*Saturday/Sunday*

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**1**

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**9**

**10**

**14**

**15**

**16**

**17**

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**24**

**28**

**29**

**30**

# December 2013

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>
<b>2</b>	<b>3</b>	<b>4</b>
<b>9</b>	<b>10</b>	<b>11</b>
<b>16</b>	<b>17</b>	<b>18</b>
<b>23</b>	<b>24</b>	
<b>30</b>	<b>31</b>	<b>25</b>



# January 2014

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>
		<b>1</b>
<b>6</b>	<b>7</b>	<b>8</b>
<b>13</b>	<b>14</b>	<b>15</b>
<b>20</b>	<b>21</b>	<b>22</b>
<b>27</b>	<b>28</b>	<b>29</b>

*Thursday*

*Friday*

*Saturday/Sunday*

**2**

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**10**

**11**

**12**

**16**

**17**

**18**

**19**

**23**

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**26**

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**31**

**27**

**28**

# February 2014

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>
<b>3</b>	<b>4</b>	<b>5</b>
<b>10</b>	<b>11</b>	<b>12</b>
<b>17</b>	<b>18</b>	<b>19</b>
<b>24</b>	<b>25</b>	<b>26</b>



*Thursday*

*Friday*

*Saturday/Sunday*

**1**

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**7**

**15**

**16**

**13**

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**21**

**27**

**28**

# March 2014

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>
<b>3</b>	<b>4</b>	<b>5</b>
<b>10</b>	<b>11</b>	<b>12</b>
<b>17</b>	<b>18</b>	<b>19</b>
<b>24</b>		
<b>31</b>	<b>25</b>	<b>26</b>

*Thursday*

*Friday*

*Saturday/Sunday*

**1**

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**16**

**22**

**23**

**29**

**30**

**6**

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**13**

**14**

**20**

**21**

**27**

**28**

# April 2014

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>
	<b>1</b>	<b>2</b>
<b>7</b>	<b>8</b>	<b>9</b>
<b>14</b>	<b>15</b>	<b>16</b>
<b>21</b>	<b>22</b>	<b>23</b>
<b>28</b>	<b>29</b>	<b>30</b>

*Thursday*

*Friday*

*Saturday/Sunday*

**5**

**3**

**4**

**6**

**12**

**10**

**11**

**13**

**19**

**17**

**18**

**20**

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**7**

# May 2014

<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>
<b>5</b>	<b>6</b>	<b>7</b>
<b>12</b>	<b>13</b>	<b>14</b>
<b>19</b>	<b>20</b>	<b>21</b>
<b>26</b>	<b>27</b>	<b>28</b>

*Thursday*

*Friday*

*Saturday/Sunday*

		<b>3</b>
<b>1</b>	<b>2</b>	<b>4</b>
		<b>10</b>
<b>8</b>	<b>9</b>	<b>11</b>
		<b>17</b>
<b>15</b>	<b>16</b>	<b>18</b>
		<b>24</b>
<b>22</b>	<b>23</b>	<b>25</b>
		<b>31</b>
<b>29</b>	<b>30</b>	

# June 2014

Monday	Tuesday	Wednesday
<b>2</b>	<b>3</b>	<b>4</b>
<b>9</b>	<b>10</b>	<b>11</b>
<b>16</b>	<b>17</b>	<b>18</b>
<b>23</b>		
<b>30</b>	<b>24</b>	<b>25</b>







JULY 2013						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2013						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2013						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

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**Thursday, August 15**

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**Friday, August 16**

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**Saturday, August 17**

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**Sunday, August 18**

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JULY 2013						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2013						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2013						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

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**Thursday, August 22**

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**Friday, August 23**

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**Saturday, August 24**

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**Sunday, August 25**

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JULY 2013						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2013						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2013						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

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**Thursday, August 29**

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**Friday, August 30**

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**Saturday, August 31**

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**Sunday, September 1**

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AUGUST 2013						
S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2013						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2013						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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**Thursday, September 5**

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**Friday, September 6**

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**Saturday, September 7**

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**Sunday, September 8**

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*People do not decide to become extraordinary. They decide to accomplish extraordinary things.*  
*Edmund Hilary*

**NOTES**

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**Monday, September 9**

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**Tuesday, September 10**

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**Wednesday, September 11**

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AUGUST 2013						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2013						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2013						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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**Thursday, September 12**

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**Friday, September 13**

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**Saturday, September 14**

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**Sunday, September 15**

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AUGUST 2013						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2013						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2013						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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**Thursday, September 19**

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**Friday, September 20**

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**Saturday, September 21**

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**Sunday, September 22**

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*Champions are made from something they have deep inside them—a desire, a dream, a vision*  
*Muhammed Ali*

**NOTES**

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**Monday, September 23**

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**Tuesday, September 24**

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**Wednesday, September 25**

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AUGUST 2013						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SEPTEMBER 2013						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2013						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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**Thursday, September 26**

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**Friday, September 27**

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**Saturday, September 28**

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**Sunday, September 29**

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**NOTES**

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**Monday, September 30**

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**Tuesday, October 1**

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**Wednesday, October 2**

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**SEPTEMBER 2013**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**OCTOBER 2013**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**NOVEMBER 2013**

S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**Thursday, October 3**


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**Friday, October 4**


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**Saturday, October 5**


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**Sunday, October 6**


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**NOTES**

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**Monday, October 7**

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**Tuesday, October 8**

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**Wednesday, October 9**

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**SEPTEMBER 2013**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**OCTOBER 2013**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**NOVEMBER 2013**

S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**Thursday, October 10**


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**Friday, October 11**


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**Saturday, October 12**


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**Sunday, October 13**


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**NOTES**

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**Monday, October 14**

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**Tuesday, October 15**

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**Wednesday, October 16**

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**SEPTEMBER 2013**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**OCTOBER 2013**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**NOVEMBER 2013**

S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**Thursday, October 17**


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**Friday, October 18**


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**Saturday, October 19**


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**Sunday, October 20**


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*You cannot escape the responsibility of tomorrow by evading it today.  
Abraham Lincoln*

**NOTES**

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**Monday, October 21**

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**Tuesday, October 22**

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**Wednesday, October 23**

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**SEPTEMBER 2013**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

**OCTOBER 2013**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**NOVEMBER 2013**

S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

**Thursday, October 24**


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**Friday, October 25**


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**Saturday, October 26**


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**Sunday, October 27**


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**NOTES**

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**Monday, October 28**

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**Tuesday, October 29**

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**Wednesday, October 30**

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SEPTEMBER 2013						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER 2013						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2013						
S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

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**Thursday, October 31**

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**Friday, November 1**

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**Saturday, November 2**

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**Sunday, November 3**

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OCTOBER 2013						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2013						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2013						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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**Thursday, November 7**

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**Friday, November 8**

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**Saturday, November 9**

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**Sunday, November 10**

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OCTOBER 2013						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2013						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2013						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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**Thursday, November 14**

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**Friday, November 15**

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**Saturday, November 16**

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**Sunday, November 17**

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OCTOBER 2013						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2013						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2013						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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**Thursday, November 21**

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**Friday, November 22**

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**Saturday, November 23**

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**Sunday, November 24**

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OCTOBER 2013						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2013						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2013						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**Thursday, November 28**

Thanksgiving

**Friday, November 29**

**Saturday, November 30**

**Sunday, December 1**

**NOTES**

*Everything has beauty, but not everyone sees it.  
Confucius*

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**Monday, December 2**

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**Tuesday, December 3**

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**Wednesday, December 4**

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NOVEMBER 2013						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2013						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2014						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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**Thursday, December 5**

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**Friday, December 6**

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**Saturday, December 7**

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**Sunday, December 8**

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*I cannot teach anybody anything. I can only make them think.*  
*Socrates*

**NOTES**

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**Monday, December 9**

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**Tuesday, December 10**

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**Wednesday, December 11**

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NOVEMBER 2013						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2013						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2014						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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**Thursday, December 12**

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**Friday, December 13**

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**Saturday, December 14**

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**Sunday, December 15**

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**NOTES**

*Without a sense of caring, there can be no sense of community.*  
*Anthony D'Angelo*

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**Monday, December 16**

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**Tuesday, December 17**

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**Wednesday, December 18**

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NOVEMBER 2013						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2013						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2014						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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**Thursday, December 19**

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**Friday, December 20**

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**Saturday, December 21**

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**Sunday, December 22**

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*Failure isn't failing to reach your goal, but having no goal to reach.*  
*Benjamin Mays*

**NOTES**

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**Monday, December 23**

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**Tuesday, December 24**

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**Wednesday, December 25**

Christmas Day

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NOVEMBER 2013						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2013						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2014						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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**Thursday, December 26**

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**Friday, December 27**

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**Saturday, December 28**

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**Sunday, December 29**

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DECEMBER 2013						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2014						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

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### Thursday, January 2

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### Friday, January 3

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### Saturday, January 4

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### Sunday, January 5

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**NOTES**

*Hope is a waking dream.*  
*Aristotle*

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**Monday, January 6**

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**Tuesday, January 7**

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**Wednesday, January 8**

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**DECEMBER 2013**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**JANUARY 2014**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**FEBRUARY 2014**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

**Thursday, January 9**


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**Friday, January 10**


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**Saturday, January 11**


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**Sunday, January 12**


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DECEMBER 2013						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2014						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

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**Thursday, January 16**

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**Friday, January 17**

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**Saturday, January 18**

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**Sunday, January 19**

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**NOTES**

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**Monday, January 20**

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**Tuesday, January 21**

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**Wednesday, January 22**

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**DECEMBER 2013**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**JANUARY 2014**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**FEBRUARY 2014**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

**Thursday, January 23****Friday, January 24****Saturday, January 25****Sunday, January 26**

**NOTES**

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**Monday, January 27**

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**Tuesday, January 28**

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**Wednesday, January 29**

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**DECEMBER 2013**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**JANUARY 2014**

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**FEBRUARY 2014**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

**Thursday, January 30**


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**Friday, January 31**


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**Saturday, February 1**


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**Sunday, February 2**


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**NOTES**

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**Monday, February 3**

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**Tuesday, February 4**

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**Wednesday, February 5**

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JANUARY 2014						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

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**Thursday, February 6**

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**Friday, February 7**

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**Saturday, February 8**

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**Sunday, February 9**

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JANUARY 2014						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

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**Thursday, February 13**

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**Friday, February 14**

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**Saturday, February 15**

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**Sunday, February 16**

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*I have not failed. I've just found 10,000 ways that don't work.  
Thomas Edison*

**NOTES**

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**Monday, February 17**

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**Tuesday, February 18**

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**Wednesday, February 19**

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JANUARY 2014						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

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**Thursday, February 20**

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**Friday, February 21**

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**Saturday, February 22**

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**Sunday, February 23**

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JANUARY 2014						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**Thursday, February 27**

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**Friday, February 28**

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**Saturday, March 1**

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**Sunday, March 2**

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**NOTES**

*Be happy while you're living, for you're a long time dead.  
Scottish Proverb*

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**Monday, March 3**

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**Tuesday, March 4**

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**Wednesday, March 5**

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FEBRUARY 2014						
S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2014						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

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**Thursday, March 6**

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**Friday, March 7**

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**Saturday, March 8**

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**Sunday, March 9**

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*If you think you can, you can. And if you think you can't, you're right.*  
*Henry Ford*

**NOTES**

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**Monday, March 10**

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**Tuesday, March 11**

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**Wednesday, March 12**

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FEBRUARY 2014						
S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2014						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

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**Thursday, March 13**

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**Friday, March 14**

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**Saturday, March 15**

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**Sunday, March 16**

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*The greatest part of our happiness depends on our disposition, not our circumstances.*  
*Martha Washington*

**NOTES**

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**Monday, March 17**

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**Tuesday, March 18**

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**Wednesday, March 19**

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**FEBRUARY 2014**

S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

**MARCH 2014**

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**APRIL 2014**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**Thursday, March 20**


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**Friday, March 21**


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**Saturday, March 22**


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**Sunday, March 23**


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**NOTES**

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**Monday, March 24**

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**Tuesday, March 25**

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**Wednesday, March 26**

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FEBRUARY 2014						
S	M	T	W	T	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

MARCH 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2014						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

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**Thursday, March 27**

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**Friday, March 28**

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**Saturday, March 29**

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**Sunday, March 30**

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*Opportunity is missed by most because it is dressed in overalls and looks like work.*  
*Thomas Alva Edison*

**NOTES**

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**Monday, March 31**

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**Tuesday, April 1**

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**Wednesday, April 2**

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MARCH 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2014						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2014						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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### Thursday, April 3

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### Friday, April 4

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### Saturday, April 5

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### Sunday, April 6

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*Where is there dignity unless there is honesty?*  
*Cicero*

**NOTES**

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**Monday, April 7**

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**Tuesday, April 8**

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**Wednesday, April 9**

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MARCH 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2014						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2014						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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**Thursday, April 10**

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**Friday, April 11**

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**Saturday, April 12**

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**Sunday, April 13**

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**NOTES**

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**Monday, April 14**

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**Tuesday, April 15**

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**Wednesday, April 16**

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MARCH 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2014						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2014						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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**Thursday, April 17**

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**Friday, April 18**

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**Saturday, April 19**

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**Sunday, April 20**

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*Never apologize for showing feeling. When you do so, you apologize for the truth.*  
*Benjamin Disraeli*

## **NOTES**

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### **Monday, April 21**

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### **Tuesday, April 22**

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### **Wednesday, April 23**

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MARCH 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

APRIL 2014						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2014						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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### Thursday, April 24

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### Friday, April 25

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### Saturday, April 26

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### Sunday, April 27

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APRIL 2014						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2014						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2014						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

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**Thursday, May 1**

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**Friday, May 2**

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**Saturday, May 3**

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**Sunday, May 4**

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**NOTES**

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**Monday, May 5**

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**Tuesday, May 6**

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**Wednesday, May 7**

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APRIL 2014						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2014						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2014						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

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**Thursday, May 8**

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**Friday, May 9**

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**Saturday, May 10**

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**Sunday, May 11**

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*Always tell the truth. That way you don't have to remember what you said.*  
*Mark Twain*

## **NOTES**

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### **Monday, May 12**

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### **Tuesday, May 13**

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### **Wednesday, May 14**

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**APRIL 2014**

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

**MAY 2014**

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**JUNE 2014**

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

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**Thursday, May 15**

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**Friday, May 16**

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**Saturday, May 17**

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**Sunday, May 18**

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**NOTES**

*The best way to have a good idea is to have lots of ideas.  
Linus Pauling*

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**Monday, May 19**

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**Tuesday, May 20**

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**Wednesday, May 21**

APRIL 2014						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2014						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2014						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

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**Thursday, May 22**

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**Friday, May 23**

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**Saturday, May 24**

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**Sunday, May 25**

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**NOTES**

*The time is always right to do what is right.  
Dr. Martin Luther King Jr.*

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**Monday, May 26**

Memorial Day

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**Tuesday, May 27**

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**Wednesday, May 28**

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APRIL 2014						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

MAY 2014						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JUNE 2014						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

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**Thursday, May 29**

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**Friday, May 30**

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**Saturday, May 31**

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**Sunday, June 1**

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