

**NORTH**

**SOUTH**

**CENTER**

**TFD**

**215**

**Thornton Fractional**

**High School District 215**

# **STUDENT/PARENT HANDBOOK**

## **2011 - 2012**

**ACADEMICS**

**ACTIVITIES**

**POLICIES**

**SERVICES**

**Burnham - Calumet City - Lansing - Lynwood**



**THORNTON FRACTIONAL  
HIGH SCHOOL DISTRICT 215  
STUDENT HANDBOOK**

This is to acknowledge that a copy of the Student Handbook has been issued to my family. I understand the general school information, policies, and Student Behavior Code are in this book and that, as a student, it is my responsibility to read this information. It is also necessary for my parents/guardians to familiarize themselves with the school regulations to eliminate misunderstandings and to join in the effort to maintain a quality educational program.

I understand that I will be held accountable for the behavior and consequences outlined in the District 215 Student Behavior Code and the Instructional Technology Acceptable Use Policy.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student ID: \_\_\_\_\_

As the parent/guardian of \_\_\_\_\_, I will share the contents of this book with my child.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**This page should be returned to the Deans' Office when you receive your handbook.**

*"To help every student become an independent, confident and continuous learner"*

**THORNTON FRACTIONAL HIGH SCHOOL DISTRICT 215**  
**MEDIA CONSENT AND RELEASE AGREEMENT**

**INTRODUCTION**

Students who attend school in Thornton Fractional Township High School District 215 are occasionally asked to be a part of school and/or school district publicity, publications and/or public relations activities. In order to guarantee student privacy and to ensure your permission for your student to participate, the school district asks that you sign this form.

The agreement below indicates approval for the student's name, picture, work, voice or verbal statement to appear in school publicity or school district publications and, videos or on the school district's website. For example, pictures of students and articles about school activities may appear in local newspapers or district publications. These pictures and articles may or may not personally identify the student, and the pictures and/or videos may be used by the school district in subsequent years.

**AGREEMENT**

Thornton Fractional Township High School District 215 agrees that the student's name, voice, work, verbal statements, portrait or picture shall only be used for public relations, public information, school or school district promotion, publicity, and instruction.

The student and parent/guardian understand and agree that:

- No monetary consideration shall be paid
- Consent and release have been given without coercion or duress
- This agreement is binding upon heirs and/or future legal representatives
- The student's name, photographs, video, work, and/or statements may be used in subsequent years.
- If the student has special needs, no such identification will be released.

If the student and parent/guardian wish to cancel this agreement with the school district, they may do so at any time with written notice.

Student: \_\_\_\_\_ Parent/Guardian: \_\_\_\_\_  
(Signature) (Signature)

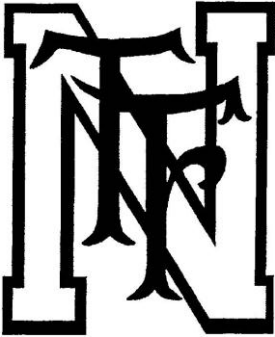
\_\_\_\_\_  
(Print Name) (Print Name)

\_\_\_\_\_  
(Date) (Date)

**THORNTON FRACTIONAL TOWNSHIP  
HIGH SCHOOLS**

**NORTH**

**SOUTH**



**STUDENT HANDBOOK**

<b>Property of:</b> _____	
<b>Address:</b> _____	
<b>Phone #:</b> _____	
<b>In case of emergency, please notify:</b>	
<b>Name:</b> _____	<b>Phone:</b> _____

# THORNTON FRACTIONAL TOWNSHIP HIGH SCHOOLS

District 215

A PARTNERSHIP OF EXPECTATIONS

Burnham  
Calumet City  
Lansing  
Lynwood

**Creg E. Williams, Ed.D.**  
Superintendent

August 2011

Dear Students and Parents:

Welcome to the 2011-12 school year in Thornton Fractional Township High School District 215. This handbook is designed to give you clear descriptions of the various policies and procedures that affect our students and parents during the course of the school year.

Contents include:

- 2011-12 School Calendar and Class Schedules
- *New* Academic Policies, Definitions and Semester Organization
- Information on Student Participation in Athletics and Other Extracurricular Activities
- Student Behavior Code
- Student Rights and Responsibilities

Please familiarize yourselves with these topics as they will be an important component in achieving success in school. Additionally, we invite you to become an active partner in your school district's most innovative educational programs. Talk to the principal of your home school and look for information on the district's website ([www.tfd215.org](http://www.tfd215.org)) to learn how you can get involved.

I challenge students and parents to commit to higher levels of school work and service this year. Working together, we are building a better future for our students, our families and our communities.

The Board of Education members, administration and teachers are excited at the prospects for the 2011-12 school year. I hope that you share our enthusiasm.

Sincerely,

*Creg E. Williams*

Creg E. Williams, Ed.D.

*Students and parents are asked to sign and acknowledge that they received the Student Handbook. Failure to read the contents does not excuse students or parents from the requirements of school district policies.*

*"To provide diverse learning opportunities that inspire all students to become life-long learners who contribute to their community."*

# THORNTON FRACTIONAL HIGH SCHOOL PARENT STUDENT HANDBOOK

75th EDITION  
2011-2012

THORNTON FRACTIONAL HIGH SCHOOL DISTRICT 215

## BOARD OF EDUCATION

## EMAIL

Mr. Richard Dust .....	President.....	rdust@tfd215.org
Ms. LeeAnn Revis .....	Vice President.....	lrevis@tfd215.org
Ms. Sheryl Black .....	Secretary .....	sblack@tfd215.org
Mr. Michael Bolz.....	Member.....	mbolz@tfd215.org
Ms. Rita Oberman .....	Member.....	roberman@tfd215.org
Mr. Donald Swibes .....	Member.....	dswibes@tfd215.org
Mr. Roger Yochem .....	Member.....	ryochem@tfd215.org

The Board of Education of School District 215 holds regular monthly meetings the fourth Tuesday of the month. The dates, times, and locations are posted in the Times and Daily Southtown, on the web page and Quick Notes, and in each school. Correspondence to Board Members may be directed to the District 215 Administration Center, 1601 Wentworth Avenue, Calumet City, IL 60409, or to the District 215 website: <http://www.tfd215.org>

**QUICK NOTES** is an electronic way of communicating brief news items, school activities, events, and Board of Education meeting summaries to the District 215 community. This news bulletin will be shared weekly with all who subscribe by providing their e-mail address to the District 215 web page at <http://www.tfd215.org>

## DISTRICT ADMINISTRATION

Superintendent.....	Dr. Creg E. Williams.....	585-2301
Director of Curriculum, Instruction .....	Mr. Michael Fies.....	585-2388
and Professional Development		
Director Student Services .....	Ms. Rena Cureton .....	585-2312
Director of Information Technology.....	Mr. Wale Ade .....	585-2377
Director of Finance.....	Mr. Charles DiMartino .....	585-2334
Director of Human Resources.....	Ms. April Jerger .....	585-2310

## CENTER FOR ACADEMICS AND TECHNOLOGY

1605 Wentworth Avenue  
Calumet City, IL 60409

Principal .....	Mr. Kent Farlow .....	585-2380
Assistant Principal.....	Ms. Lisa Boulter Daniels .....	585-2393
Administrator/Residency Coordinator .....	Mr. John Potocki .....	585-2354

## IMPORTANT PHONE NUMBERS

Attendance .....	585-2366
Social Worker.....	585-2314
Main Office.....	585-2353

**THORNTON FRACTIONAL NORTH HIGH SCHOOL**

755 Pulaski Road  
Calumet City, IL 60409

Principal .....	Mr. Dwayne Evans .....	585-1001
Assistant Principal.....	Mr. David Shrader .....	585-1002
Assistant Principal.....	Mr. Ray Williams .....	585-1003
Assistant Principal.....	Mr. John Bryk .....	585-1004
Athletic Director .....	Ms. Therese McLaughlin.....	585-1027
Activities Director .....	Mr. Rob Paradise .....	585-1028

**IMPORTANT PHONE NUMBERS**

Attendance .....	585-1007
Counselors .....	585-1008
Deans .....	585-1013
Main Office .....	585-1000
Nurse.....	585-1009
Career Resources .....	585-1187

**THORNTON FRACTIONAL SOUTH HIGH SCHOOL**

18500 Burnham Avenue  
Lansing, IL 60438

Principal .....	Ms. Judy Whalen.....	585-2006
Assistant Principal.....	Ms. Becky Szuba .....	585-2008
Assistant Principal.....	Mr. Dale Pietranczyk.....	585-2025
Assistant Principal.....	Mr. John Robinzine .....	585-2039
Athletic Director .....	Mr. Marc Brewe .....	585-2063
Activities Director .....	Ms. Becky Szuba .....	585-2062

**IMPORTANT PHONE NUMBERS**

Attendance .....	585-2040
Counselors .....	585-2015
Deans .....	585-2038
Main Office .....	585-2000
Nurse.....	585-2050



# **ACADEMIC POLICIES AND DEFINITIONS**

The selection of a program of study is exceedingly important. Much thought should be given to planning the student's program. The program the student selects should be THE MOST CHALLENGING PROGRAM THE STUDENT IS ABLE TO HANDLE, GIVEN THE STUDENT'S ABILITIES. Careful attention should be paid early and throughout a student's high school career to ensure that the process of course selection is based on the student's post high school goals. Specific courses are chosen because of the student's ability to optimally prepare for post high school aspirations. Beginning with the 2008 – 2009 school year, all sophomore (grade 10) students will be encouraged to select and enroll in one of the career and technical education programs offered by District 215. Programs require that students complete a minimum three-course sequence during the course of their high school careers. Most programs are designed to make successful students eligible for certificates of skill achievement or other credentials for their particular career area of study on graduation.

Career and technical education programs offered in District 215 for the 2011 – 2012 school year include the following: Automotive Body Repair, Automotive Mechanics, Child Care, Construction, Culinary Arts, Drafting (Computer Aided), Information Processing, Nursing, Pre-Engineering, and TV Broadcasting Technology. Students and parents should note that some programs may be offered at only one school or may require transportation to and from the District 215 Center for Academics and Technology (no cost to the students). All programs include job shadow and work experiences.

Career and technical education programs are elective sequences and are scheduled in addition to classes that every student needs to take to satisfy graduation requirements. Students who are successful participants in one of the programs and who graduate from high school are prepared for college/university study, advanced study in a particular career or technical area, and full or part-time work in a career area in which they have developed special skills. These programs increase a student's educational opportunities and preparation for success after high school. Each student should work toward being successful in a Four Year Academic Plan. The Four Year Academic Plan should be developed through discussions among the student, parent, faculty and counselor. The student's Four Year Academic Plan will serve several goals:

1. Students and their parents will engage in a process designed to identify and clarify post-high school aspirations.
2. Post-high school aspirations will be matched with a recommended Four Year Academic Plan.
3. Ongoing exploration of post-high school interests and goals will occur throughout the student's high school career and, if needed, the Four Year Academic Plan will be modified accordingly.

## **ASSIGNMENT OF CREDIT**

1. Frame of Reference:
  - A. All grading and credit shall be based upon a semester organization.
  - B. Students normally shall be enrolled in a year course for the entire year. To fulfill a graduation requirement, students must receive credit for each semester required.
2. Procedure for Regular Enrollment:
  - A. Students who successfully complete a semester course shall be awarded one half (.50) credit.
  - B. Students who must drop a year course at the end of the first semester, due to unforeseen circumstances, will be awarded one half (.50) credit if they have satisfactorily completed the semester's work.

- C. Students who successfully complete both semesters of a full year course will be awarded one half (.50) credit at the end of each semester.
  - D. Students who pass the first semester, but fail the second semester of a year course will be awarded one half (.50) credit at the end of the first semester and no credit for the second semester. Unless the student enrolls in and successfully completes a credit recovery option.
  - E. If students fail the first semester of a year course, they will continue in the second semester unless it is department policy or the considered opinion of the teacher and the counselor that it would be best if the student dropped the subject. Should students continue, they may earn one half (.50) credit. To receive full credit for the course, they must repeat the first semester or successfully completes a credit recovery option.
3. Procedures for Credits Earned by Other Means:
- A. A unit of credit shall be awarded for the successful completion of a course which meets at least forty (40) minutes daily, five (5) days per week, for at least eighteen (18) weeks or an equivalent time of sixty (60) hours.
  - B. The Back on Track Initiative was designed and implemented during the 2007 – 2008 school year to provide alternative ways for students to recover credits.
    - (1) Freshmen who fail **first semester** only of English, Biology, World History and/or Algebra may enroll in an after school program for 14 weeks. Students may enroll in up to three classes during the program to make up credit they may have lost first semester. Students enrolled in the classes may earn a full academic credit per subject.
    - (2) The Freshmen Academy component of Back on Track targets entering freshmen and/or ninth graders who have earned fewer than 5 credits. These students who are underperforming are enrolled in a program that features reduced class sizes and increased academic support.
    - (3) Students in grades 10 – 12 may recover credits during the semester by enrolling in an after school program for 14 weeks. Students may enroll in up to three classes during the program for instruction in Algebra, English, Geometry, U.S. History and World History and a full academic credit per subject.
    - (4) All District 215 students are eligible to attend one or two summer school sessions conducted in June and July each year. Classes are offered in every core academic subjects and meet four days per week for five hours per day. The program grants one half (.50) academic credit per subject.
  - C. Credit may be granted through proficiency examination in special circumstances approved by the principal. These may include:
    - (1) Establishing progress toward graduation where a regular transcript of credit is not available.
    - (2) Waiver of prerequisites for enrollment in advanced courses.
    - (3) Independent study.
    - (4) Study abroad.
  - D. Credit shall be granted for the following military experience:
    - (1) Successful completion of U.S.A.F.I. courses or Marine Corps Institute courses.
    - (2) Basic training in lieu of required physical education and health.

- E. Credit shall be granted for correspondence study under the following conditions:
- (1) The school must be approved by its State Department of Education or recognized by the North Central Association.
  - (2) The counselor must approve the course prior to student's registration.
  - (3) With counselor approval, two credits earned by correspondence study will be honored toward graduation. In special cases, the maximum of four correspondence credits may be honored toward graduation with approval granted by the principal.
- F. Credit shall be granted for course work taken at the college level under the following conditions:
- (1) The school must be accredited by its regional association or recognized by the North Central Association.
  - (2) With counselor approval, two credits of college work will be honored toward graduation. In special cases, additional credit may be honored towards graduation, with approval granted by the principal.
  - (3) Three semester hours or four-quarter hours of college credit will normally be considered equivalent to one half (.50) high school credit. Exceptions to this rule may be granted credit on the basis of total student teacher contact hours. In no instance will students be granted more high school credit than could be earned in a comparable high school course.
- G. Credit may be granted for attendance at summer school or evening school in another school district under the following conditions:
- (1) The counselor must approve the course work prior to student's registration.
  - (2) Students cannot earn more than one credit during a given summer or night school session nor more than two credits toward graduation. Any exception to this must be approved by the principal.
  - (3) The course work pursued must parallel District curriculum.
  - (4) The school must be accredited by its regional association or recognized by the North Central Association.
  - (5) Each one half (.50) credit course must provide for sixty (60) student contact hours.
- H. Credit may be granted for course work completed in the junior high/middle schools under the following conditions:
- (1) Course content should align to the curriculum that is offered in the high school.
  - (2) High school credit earned at the junior high/middle school level will be recorded on the District 215 transcript as **pass** with no letter grade.
  - (3) High school credit earned at the junior high/middle school level may meet requirements for graduation.
  - (4) Students must demonstrate competency of the high school course content by passing the high school final examination with a grade of **C** or better.

## GRADUATION REQUIREMENTS

Graduation from a Thornton Fractional Township High School will require that a student successfully complete a minimum of **21.5 credits** during at least eight semesters of full-time attendance as indicated below:

The following graduation requirements must be successfully completed:

<b>ENGLISH</b>	<b>8 semesters (successive)</b> Must include the following: *English 9 *English 10 English 11 English 12 *Satisfies the state intensive writing requirement
<b>SOCIAL STUDIES</b>	<b>6 semesters</b> Must include the following: World History United States History Government/Economics
<b>MATHEMATICS</b>	<b>6 semesters (effective with Class of 2010 must include 2 semesters of Algebra and 2 semesters of Geometry)</b>
<b>SCIENCE</b>	<b>4 semesters</b> Must include the following: Biology
<b>HEALTH</b>	<b>1 semester</b>
<b>PHYSICAL EDUCATION*</b>	<b>7 semesters</b>

\*Adaptive Physical Education or Medical Waiver for P.E. may be arranged with counselors.

When students are scheduled for physical education, they may only be excused upon a written statement from a licensed physician, setting forth the reasons for the inability to participate in the regular physical education program. Placement in adaptive physical education shall then be attempted based upon a prescriptive statement from the physician. It is the student's responsibility to be dressed on a daily basis to ensure successful completion of the class. Failure to dress may result in removal from the class with a failing grade. Students are eligible to enroll in Driver's Education Training as part of physical education in grade 10, with a cumulative GPA of 2.0. Thereafter, students are enrolled according to age, with the oldest students given first priority.

### **Electives to total the remaining number of credits required for graduation.**

In addition to the above requirements, all students must pass the examinations on the Constitution of the United States and of the State of Illinois (administered in Government class). Accommodation of any unusual circumstances must be approved by the principal and superintendent.

Each student, in collaboration with his/her parents and counselor will develop a Four Year Academic Plan. The Four Year Academic Plan will identify a desired post high school outcome, i.e., enrollment at a highly competitive four year college/university, competitive four year college/university, two year community college or advanced, specialized career area of technical program. General outline of the **Four Year Plan Options** is presented below. The individual plan for a given student will be developed in conferences between the counselor, student and parent.

## **FOUR YEAR PLAN OPTIONS**

### **HONORS COLLEGE PREPARATORY**

For students desiring to gain admission to a state university with the highest admission requirements and public and private colleges with highly competitive and the most selective requirements.

English	4 years (Honors Level)
Mathematics	4 years (culminating in Honors Pre-Calculus or AP Calculus)
Science	3 or 4 years (culminating in Honors Physics or Honors Chemistry II)
Social Studies	3 or 4 years (culminating in AP Modern European History or A P U.S. History)
Foreign Language	2 - 4 years
Electives	2 years

### **COLLEGE PREPARATORY AND CAREER/TECHNICAL EDUCATION PROGRAMS**

For students desiring to gain admission to four year colleges/universities with competitive admission requirements and preparation in a particular program at career/technical education (CTE).

English	4 years
Mathematics	3 or 4 years (culminating in Pre-Calculus, A.P Calculus or Statistics and Modeling)
Science	3 - 4 years
Social Studies	3 years
Foreign Language	2 - 4 years
CTE	2 - 3 years

## **COLLEGE PREPARATION**

Criteria for college admission vary greatly. All students who graduate from a high school program in District 215 can be successful in college, university or advanced, specialized programs in a particular career area. University and college admission committees consider, to varying degrees, the following:

- Class rank and GPA
- Type of high school courses actually taken compared to the courses available in the high school
- Quality of the student's academic record
- Performance on college admission tests (SAT, ACT)
- Development and maturity of the individual in areas outside the academic classroom.

Course requirements for entrance into three general categories of colleges are listed above. The academic prerequisites, typical of colleges in each of the categories listed, may change from year to year, and therefore, should be used only as general MINIMUM GUIDELINES. Specific information may be obtained from the counselor, college profiles, college catalogues, the Counseling Department section of [www.tfd215.org](http://www.tfd215.org), and the college representatives who visit the district high schools.

Students should be aware of a definite return by colleges to a preference of a traditional and classical college preparatory curriculum. Narrowly defined, college preparatory courses are found in the five traditional academic departments: English (literature and composition courses), Mathematics (computer science is not generally accepted as Math), Science (lab courses), Social Studies and Foreign Language.

## **ACADEMIC ELIGIBILITY - ATHLETIC/ACTIVITIES**

In order to be eligible for athletics/activities, you must have passed five classes the previous semester. If not, you are ineligible for the next whole semester. Also, you must maintain passing grades in five classes on a weekly basis. In addition, you must maintain a GPA of 2.0 at the end of the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Nine Week grading period and at the conclusion of the 1<sup>st</sup> and 2<sup>nd</sup> semester in order to participate on an athletic team or extra-curricular club/organization. Failure to comply with this rule will cause the student to become ineligible to participate in athletics/activities (i.e. athletic events-game, state band competitions, club meetings, etc.). During the week they are ineligible, a mandatory study hall has been established to help the students with failing grades. The student will be required to attend the study session that has been established for Monday, Tuesday, Wednesday and Thursday from 3:10 P.M. to 4:15 P.M. Any missed study sessions must be made up before the student is once again eligible.

### **ACTIVITIES OFFICE**

The Activities Office is the center for all functions that pertain to students in different school organizations. Activity fundraising may not be promoted by any organization without the approval of the Activities Director and Building Administration.

Occasionally, student photos, and/or video image may be used for internal, and/or external publication purposes. Please complete and return the Media Release and Consent Agreement form provided at the front of the Student Handbook. If you do not want your students photo image used, you must contact the Principal's office in writing.

### **ADVANCED PLACEMENT PROGRAM**

The Advanced Placement (AP) Program provides students with the opportunity to pursue college-level studies while still in high school and to receive advanced placement and/or credit when entering college. Qualified, academically oriented students in the eleventh and twelfth grades are eligible to participate in an Advanced Placement Course. These courses require the student to take an AP exam. Exam fees are assessed per year. Advanced Placement (AP) Courses are offered by the Mathematics, Social Studies, and Foreign Language Departments. AP Testing Is available for students enrolled in Honors English, Honors Chemistry II, and Honors Physics.

### **AUDIT OF COURSES**

Students may audit a course under the following qualifications:

1. Students wish to audit the course for enrichment purposes or to review the subject matter.
2. Applications to audit courses will be considered after the semester has begun so that students desiring credit in the course will be given enrollment preference.
3. The teacher must give his/her approval, and students should understand that the teacher sets the conditions of participation under which the class will be audited.
4. Students must be carrying the required student load for credit.
5. Students cannot drop a course being carried for credit to audit that same course.

### **COLLECTION SYSTEM FOR NON-PAYMENT OF MONIES OWED DISTRICT 215**

Debts not completely paid by November 15 or within ninety days will be referred to the collection system. A student may graduate but will not be eligible to participate in commencement ceremonies if he has an unpaid debt.

### **COLLEGE GUIDE**

Each school year the Guidance Department develops and disseminates to all Juniors a yearly College Planning Guide. The Guide is essential to the student seeking entry to a four year university. It covers such areas as suggested course recommendations, typical requirements at state and private universities, hints on essay writing, filling out the college application, scholarships and financial aid. Copies of the guide are available to non-juniors while supplies last.

## CHANGES IN COURSE SELECTION

Because of the complexities of balancing class sizes, staffing, room allocations, etc., the school reserves the right to adjust any student schedule to better meet overall needs. The master schedule of classes is determined by completed registration requests from students and is considered by the administration to be final. A letter verifying each student's course selections is sent home each year during the registration process. Students entering grade 10 should select a three-year sequence in a particular area of career and technical education. Students with high academic ability may elect to enroll in an Honors College Preparatory Program. All programs and course selections should be discussed by the student, parents and home school counselors. Therefore, changes in course requests or class assignments will not be accepted for any reasons other than: (a) computer error; (b) rescheduling due to failures; and (c) rescheduling to accommodate courses completed in summer school.

## CLASSIFICATION OF STUDENTS FOR ACADEMIC & SOCIAL FUNCTIONS

Students with insufficient credits at the end of an academic year will not be promoted but will be retained at their current grade level.

**Freshman:** Student's classification upon entrance to 9th grade. Underperforming students will be enrolled in the Freshman Academy for the full year.

**Sophomore:** Completion of 5 academic credits. Tenth grade students who do not earn 10 credits by the end of the school year must attend summer school and/or the Freshman Academy.

**Junior:** Completion of 12 academic credits

**Senior:** Completion of 18 academic credits

## DROPPING CLASSES

During the first ten days of a semester, students may be allowed to drop a course and transfer to another course with parent permission and approval by the Principal or designee. After the first ten days and up to the end of the first nine weeks grading period in each semester, students may drop a course without a failing grade. After a total of nine weeks, all course drops will result in a failing grade on the student transcript unless there are extenuating circumstances. Students in a year long course may drop the course within the first ten days of the first semester only. Students will not be allowed to drop a year long course at the start of second semester.

## FINAL EXAMS

Semester examinations are required. Only under extenuating circumstances can final exams be taken at times other than the scheduled exam date. Requests to take a final exam at times other than the scheduled time must be made in writing to the principal and must be approved.

## PRAIRIE STATE ACHIEVEMENT EXAM PERFORMANCE INCENTIVE

Any student who demonstrates a level of performance that "meets or exceeds" state standards in any content area (Mathematics, Science, and Reading) as measured by the *Prairie State Achievement Exam* taken in their junior year, will be given the option of not taking their senior final examination in the content area in which they have met or exceeded standards. This applies to first and second semester final examinations. Teachers will compute semester grades with each nine week grading period worth 50% of the semester grade since no percentage will be given to a final exam.

## GRADE POINT AVERAGE (GPA)

All courses will be counted toward a student's grade point average except "Pass/Fail."

## GRADE SCALE

<u>Grade</u>	<u>Honors</u>	<u>Regular</u>
A	4.8	4.0
B	3.6	3.0
C	2.4	2.0
D	1.2	1.0
F	0.0	0.0

## GRADING SYSTEM

### Grading System

- Grade Reports - Student grade reports are issued at the end of each six-week period. The semester grade is the only grade recorded on students' permanent record. Semester grades are to be based on averaging 40% for each grading period and 20% for the final examination. Final examinations for senior students may be waived based on PSAE performance. See Prairie State Achievement Exam Performance Incentive information in the *Student Handbook* for clarification.

#### Grading Scale:

100 - 90% = A	79 - 70% = C	
89 - 80% = B	69 - 60% = D	59 - 0% = F

- Grades

4 = A	2 = C	0 = F	
3 = B	1 = D		Other grades that may be given include:
			Medical      Withdrawn
			Pass          Incomplete

- Weighted Credit

A weighting multiplier is used in calculating rank-in-class (see below as follows):

Honors Courses	1.2
Regular Courses	1.0

### Honor Roll with High Distinction

- 4.00 grade point average or higher
- No failing course grades
- Enrolled in four or more full credit courses

### Honor Roll with Distinction

- 3.50 - 3.99 grade point average
- No failing course grades
- Enrolled in four or more full credit courses

### Honor Roll

- 3.00 - 3.49 grade point average
- No failing course grades
- Enrolled in four or more full credit courses.

Students who do not meet these criteria and have extenuating circumstances may appeal to the principal for consideration to be placed on one of the above honor rolls.

## **HOMELESS CHILDREN**

No student will be denied enrollment in violation of the *Education for Homeless Children Act* or the *McKinney-Vento Homeless Education Assistance Act*. Enrollment of homeless students will not be denied or delayed due to a lack of any documentation normally required for enrollment. Parents of homeless students are only required to provide an address or other contact information in the event of an emergency, and such information is not for residency purposes. Parents should contact the Assistant Principal for Pupil Personnel Services at the home school.

## **HOME SCHOOLING (DETERMINATION OF CREDIT)**

1. Home schooled students will be admitted to District 215 schools following the enrollment and residence Policy #5118.
2. Students who have followed an approved curriculum and who have a transcript will be awarded credit.
3. Students who do not have a transcript will have each completed course evaluated.
  - A. The Assistant Principal for Pupil Personnel Services will administer the final exam for the course to the student and/or
  - B. The Assistant Principal for Pupil Personnel Services will evaluate the student's portfolio to verify successful completion of an approved curriculum.
4. Upon admission, the Assistant Principal for Pupil Personnel Services will give students an academic placement test to facilitate appropriate class selections.
5. Students who have been home schooled at the primary grade level and request to be admitted to District 215 as incoming freshmen must provide a certificate of 8th grade completion prior to enrollment.

## **INCOMPLETE GRADES**

Any incomplete grade must be made up during the succeeding two weeks after returning to school. If the work is not completed during the specified time, a failing grade is given for the missing work. The semester grade is determined by the teacher and reported to the Guidance Office to be recorded.

## **LEARNING RESOURCE CENTER REGULATIONS**

Rules for use of books and materials are listed in the Learning Resource Center handbook, which may be obtained in the Learning Resource Center. Books should be promptly returned when finished. Under no circumstances are students to re-shelve books. Books are catalogued and shelved according to the Dewey Decimal Classification System.

## **PLACEMENT OF STUDENTS**

Student placement in courses is based on criteria developed cooperatively by the guidance and academic departments and approved by the principal. If parents insist that a student take a particular course against the recommendations of a teacher and/or the counselor, a request shall be made in writing, stating that the parent accepts full responsibility. A copy of the request will be placed in the student's file.

## **QUALIFYING FOR A THORNTON FRACTIONAL DIPLOMA**

The following shall apply relative to students qualifying for a Thornton Fractional diploma:

1. All graduation requirements must be met
2. Minimum attendance is defined as one (1) semester (18 weeks) prior to graduation during which time students must earn at least two (2) credits, plus P.E. or equivalent.
3. Credits will be accepted for seniors who must transfer to another school provided arrangements are made through the counselor at Thornton Fractional and the new school.
4. To participate in commencement exercises, students must meet all requirements for a diploma.

## **RANK IN CLASS**

Rank in class is determined by using the Honor Roll scale. The total number of quality points is the sum of quality points for academic subjects only. (Keyboarding, Marching Band/Lunch, and Driver Education are excluded.) The total of points is divided by the number of credits attempted, (only academic subjects). The result is called the Grade Point Average (GPA). The highest GPA is ranked # 1, the second highest # 2, etc.

## **REPEATING COURSES**

1. Students who are at-risk of failing a course or who have failed a course are strongly encouraged to participate in one of the credit recovery programs offered during the school year or during a summer school session. (See "Assignment of Credit" Part 3B)
2. Failed Courses: If a student repeats and passes a previously failed course, the failing grade (F or WF) will be replaced by "R" (repeat) on the student's transcript and the failing grade will be dropped from the G.P.A. The course title and new grade will be recorded in the semester that the course is repeated and passed; and the student will receive appropriate credit and grade points in the G.P.A.
3. Passed Course for a Higher Grade: If a student repeats a course for which a passing grade and credit have been previously earned, the highest grade earned in that course is recorded in the semester earned. The lower grade(s) is replaced by "R" (repeat) on the student's transcript and the lower grade will be dropped from the G.P.A. The student will receive appropriate credit and grade points. The following additional guidelines apply to repeating previously passed courses:
  - A. The student must have approval of the Assistant Principal of Pupil Personnel Services, providing there are available seats, prior to the first day of class of the semester in which enrollment is requested.

## **RESIDENCY REQUIREMENTS**

### **Guidelines for the Verification of the Residency of Students**

Guidelines have been established to verify that students who enter the schools of the district are residents within the boundaries of the district and of the specific schools.

Illinois laws indicate that a school district must establish free schools to accommodate all students who reside within the district. Boards of Education have a statutory duty to charge tuition to non-resident students.

Rulings by the courts have defined guidelines to use in the determination of residency. The general rule is that a student is considered a resident of the school district in which his/her parents live unless the parents have legally relinquished complete custody and control of the student to someone else. A student does not have the right to attend school tuition-free solely for the purpose of attending a specific school.

### **Definition of Residency**

Parents or legal guardians must prove residency in District 215 each year during student registration or enrollment of the student. If the District 215 Residency Officer is asked to investigate a student whose residency is being questioned, the parent or legal guardian may be required to prove residency again. The parent or legal guardian will be issued a formal letter requiring proof to be submitted to the Residency Officer, 10 days from receipt of the letter. If residency requirements are not submitted within that time, the student will be withdrawn from school immediately. Additionally, the parent or legal guardian may be required to reimburse the district for tuition during the time the student was enrolled.

Residence is established through physical presence and intent to make that location a permanent residence. A person cannot have a permanent residence in two places at the same time.

### **Proof of Custody or Legal Guardianship**

At the time of enrollment, the adult enrolling the child must show proof of legal custody and control and provide a registered birth certificate of the child.

If the adult registering the child is not the parent, proof of the transfer of custody and control of the child must be provided. Such proof must be in the form of a Court Order transferring custody and control, including the reasons for the order. The adult who has legal custody or legal guardianship of student must have also have a legal residence within the district and provide proof of residency upon enrolling the student.

### **Establishment of Residency**

Before a child can be enrolled, proof of residency must be established by presenting the required number of documents from each of the following two categories:

#### **CATEGORY I (one item)**

- ~ A homeowner's warranty deed, trustee's deed or real estate tax bill\*
- ~ A signed renter's lease that is valid for the entire school year and includes the landlord's name and phone number, or a valid sublease listing your name as occupant and includes the landlord's name and phone number\*\*
- ~ An agreement of sale for a residential property within the school district, signed by the seller and you as buyer, which recites a closing date within 90 calendar days after the enrollment date

#### **CATEGORY II (two items)**

- ~ A photo ID (Driver's License or State ID)
- ~ Voter's Registration card
- ~ Home/Apartment insurance bill or policy
- ~ Gas or Electric bill (not both)
- ~ Village Water bill
- ~ Vehicle registration card
- ~ Public Aid Card (if applicable)

\*If registrant is living with another household, the homeowner must provide one item from Category I and two items from Category II. The registrant must also provide two items from Category II.

\*\* The registrant must also provide two items from Category II.

### **District 215 Residency Hotline**

**708-585-2354**

District 215 maintains a Residency Hotline which may be contacted 24 hours a day. Parents and community members are encouraged to contact this hotline if they suspect someone is attending district schools as a non-resident. All hotline tips should include detailed information that will be investigated confidentially. Parents' and community members' active cooperation in this manner will help to assure that the T F District 215 Residency Policy is being fully implemented.

### **SELECTION OF CLASS SALUTATORIAN**

The salutatorian of a graduating class will be the senior with the second highest cumulative grade point average(s) for eight semesters.

### **SELECTION OF CLASS VALEDICTORIAN**

The valedictorian of a graduating class will be the senior with the highest cumulative grade point average(s) for eight semesters.

## **STUDENT INSURANCE**

The school cannot be held responsible for accidents to students during the school year. In order to relieve the student and parents of financial burden, student insurance is available to all students through the bookstore. Every student is urged to take advantage of this program, especially athletes. In the event of an accident, claim forms may be secured at the bookstore. The insurance agency will then make the adjustment with the student and parents.

Again, students are urged to purchase this insurance as a protection against accidents that can result in medical, dental, and hospital bills. If an athlete declines purchase of the insurance, a waiver must be signed. Insurance fees are not refundable under any circumstances.

## **STUDENT LOAD**

Full-time students are required to be enrolled in at least four (4) full credit courses plus P.E. or its equivalent each semester. A lighter load may be requested by students and their parents but is subject to the approval of the principal.

## **SCHOOL PROFILE**

Almost all four year colleges/universities request a School Profile to be included with the student's college application. Even if not requested, it greatly assists the college in making the final admission decision. A school profile is available in the home school Guidance Office.

The Board of Education has the right to establish and collect fees from students. Furthermore, the Board of Education has established that fees are payable by a student as a prerequisite of the student's participation in any curricular or extracurricular program operated by the District (i.e. sporting events, plays, prom, graduation, field trips)

While the Board of Education will waive charges for textbooks and other fees for children whose families are unable to afford them, including children eligible for the federal free lunch and breakfast program, and for any other extenuating circumstances for which the board will waive fees as communicated in adopted policy, all fees not waived become the obligation of the student.

A student who has outstanding fees owed to the District will not be able to obtain official transcripts or participate in curricular or extracurricular events until fees are paid or payment arrangements have been made. The District may refund relevant fees to a student in accordance with procedures associated with this policy.

### **Fee Payments**

Fees are assessed and payable upon registration to a grade.

### **Fee Refunds/Assessments**

If a student withdraws from school, a student or parent may be entitled to apply for a refund of fees paid or a reduction of fees assessed.

If a student withdraws from school before the start of school, or is a no-show, no fees will be assessed and the student may request a full refund of fees pre-paid. Once school begins and the student attends class, assessments or refunds will be prorated by semester.

## **TEXTBOOK RENTAL**

The following practices will be followed for student textbooks:

1. A textbook rental fee will be charged to each student. This fee will cover textbooks and workbooks.
2. Each student will continue to be responsible for paying all other fees.
3. The textbook rental fee, mathematics calculator cost, and drivers education fees, excluding the Secretary of State permit fees, will be waived for a student(s) who qualifies for the free/reduced program.
4. A student must pay the replacement cost of the book (actual cost to the school to purchase a new book) if he/she loses the book, severely damages the book, or defaces or removes the

bar code label. A replacement book will not be issued to student until the replacement has been paid for.

5. With the exception of calculators, each student must return all textbooks to the appropriate school personnel prior to the end of the semester the course ends for the student. When the student returns in the fall, all charges must be cleared. If student has not returned books, the student will be charged the replacement cost and be referred to the Collection System. See below.
6. A student who obtains schedule changes during a term must return any books checked out to the dropped course before obtaining books for the added course.

## **TRANSCRIPTS**

A fee of \$1.00 will be charged for each transcript (additional charges for postage and envelope). A Consent to Release Transcript form must be signed for the release of each transcript. A transcript hand-carried by the student is marked unofficial; a transcript mailed directly to a school or agency is official.

## **TRANSFERRING IN DURING THE YEAR**

1. Students transferring in during the year are to be put in the same subjects, to the extent possible, that they were carrying at their former school. Even if a student enrolls a week before the end of the semester, he/she will be assigned to classes.
2. The semester grade of any transfer student should be determined by averaging the transferred grade in a subject with that earned at Thornton Fractional, using a weight for each equal to the fraction of the semester it represents.

## **TRANSPORTATION**

Bus service is provided for the transportation of students living more than 1 ½ miles from school. Time schedules vary to meet current demands. Students should note the current schedules as announced by the school office. The yearly bus schedule is distributed on the first day of school. Bus schedules and passes are handled by the Dean's Office. Students must display a current I.D. card to board a bus.

Student parking areas are provided at all campuses. Students who drive to school must apply for vehicle registration in the Dean's Office.

## **WITHDRAWALS**

Only parents or legal guardians may withdraw a student from a Thornton Fractional High School. The following procedure must be followed:

1. The withdrawal form is obtained from the Guidance Office. This form must be signed by a parent.
2. The withdrawal form must be signed by the attendance office, nurse, Learning Resource Center, bookstore, and dean indicating that all obligations have been cleared.

## **ACTIVITIES AND CLUBS**

District 215 offers a wide range of extra-curricular activities. Listed below are clubs that are available. Please note that some clubs may be offered only at North, South, or the Center for Academics and Technology.

Academic Decathlon

Jazz Choir

Athletics

Jazz Ensemble

Art Club

Know Your Heritage

Auto Collision

Marching Band

Auto Mechanics

Matheletes

Best Buddies

Monogram Club

Big Brother and Big Sister	Multi-Cultural Club
Business Professionals of America (BPA)	National Honor Society
Chess	Newspaper
Chorale	Pep Club
Chorus & Advanced Chorus	Philanthropy Club
Class Board	President's Council
Class Officers	Poetry Slam
Computer Aid to Design (CAD)	Pom Pons
Concert Band	Postscript
Concert Choir	Power Lifting Club
Craft Club	Scholastic Bowl
Creative Arts Magazine	Science Club
Cultural Exploration Club	Speech Team
Drama	Stage Crew
Environmental Club	Students Against Destructive Decisions (SADD)
Gay Straight Alliance (GSA)	Student Council
Group Interpretation	Student Senate
History Club	Symphonic Band
Integrated Cooperative Education (ICE)	TV Production
International Club	Visual Arts
Japanese Arts Appreciation Club (JAAC)	Yearbook

## **ATHLETICS**

District 215 offers a wide variety of sports for both male and female athletes. Listed below are the sports that are available at each school. (Co-op - this sport is represented by a cooperative team that is comprised of players and coaches from Thornton Fractional North and Thornton Fractional South high schools.

<u>Boys</u>	<b>T. F. North</b>	<u>Girls</u>	
Baseball	Tennis (Co-Op)	Badminton	Soccer (Co-Op)
Basketball	Track	Basketball	Softball
Bowling	Volleyball (Co-Op)	Bowling	Swimming (Co-Op)
Cheerleading	Wrestling	Cheerleading	Tennis
Cross-Country	Soccer (Co-Op)	Cross-Country	Track
Football	Swimming (Co-Op)		Volleyball
Golf			

<u>Boys</u>	<b>T. F. South</b>	<u>Girls</u>	
Baseball	Soccer (Co-Op)	Badminton	Soccer (Co-Op)
Basketball	Swimming (Co-Op)	Basketball	Softball
Bowling	Tennis (Co-Op)	Bowling	Swimming (Co-Op)
Cheerleading	Track	Cheerleading	Tennis
Cross-Country	Wrestling	Cross-Country	Track
Football	Volleyball (Co-Op)		Volleyball
Golf			

# **ATHLETIC ELIGIBILITY REQUIREMENTS**

## **ATHLETIC ELIGIBILITY RULES:**

When you become a member of an interscholastic athletic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic sports participation. The Illinois High School Association's rules have been adopted by the high schools, which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The principal of your school is responsible to see that only eligible students represent the school in interscholastic athletics. Any question concerning your athletic eligibility should be referred to your principal, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal has questions or wishes assistance in answering your questions, contact should be made to the IHSA Office.

Information contained here highlights only the most important features of the IHSA by-laws regarding interscholastic athletic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic athletics. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety.

You will lose eligibility for interscholastic athletics if you violate IHSA by-laws. Therefore, it is extremely important that you review this material with your parents, your coaches, your athletic director and your principal to thoroughly understand the IHSA eligibility by-laws and how they relate to you.

## **ATTENDANCE:**

1. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
2. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
3. If you attend school for ten (10) or more consecutive school days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have athletic eligibility.
4. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is a "lapse in school connection" or not.

## **SCHOLASTIC STANDING:**

1. You must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) "full credit" courses.
2. You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

## **RESIDENCE:**

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian. [If you do not reside with both of your biological parents, your eligibility may be subject to special provisions. Check with your principal to be sure you are eligible before you participate.]

You may be eligible if you are entering high school as a freshman and:

1. You attend the public high school in the district in which you live full time with both of your parents; or
2. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, and you continue to pay tuition as a high school student in the same district; or
3. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents or court appointed legal guardian; or
4. You attend a private/parochial high school and have attended a private/parochial high school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
5. You attend the private/parochial high school which one or both of your birth parents attended or where one of your parents' current spouse attended; or
6. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents.

### **TRANSFER:**

1. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. **You cannot be eligible when you transfer until this form is fully executed and on file in the school office.**
2. If you transfer after classes begin for the current school year, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross-country at the school from which you transfer and transfer after classes have started for the school term, you will be ineligible for cross-country that entire school term at the new school.
3. If you transfer attendance from one high school to another high school, you will be ineligible unless:
  - A. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
  - B. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
  - C. Your transfer is from a private/parochial school to your home public high school, you are entering a public high school for the first time, and the principals of both your former and new school approve your transfer;
  - D. Your transfer is from one private school/parochial school to another private/parochial school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian, you are changing high schools for the first time, and the principals of both your former and the new school approve your transfer.
  - E. Your parents are divorced or legally separated: you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer.
4. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.

5. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.
6. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.
7. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal of the school into which you transfer before you participate in an interscholastic athletic contest.

#### **PARTICIPATION LIMITATIONS:**

1. After you enroll in ninth (9th) grade, you may be eligible for no more than the first eight (8) semesters you attend school for ten (10) or more days in a semester of attendance. You are not guaranteed eight semesters of eligibility, but that is the maximum number of semesters of high school attendance during which you may have eligibility.
2. Your 7th and 8th semesters of high school attendance must be consecutive.
3. After you enroll in ninth (9th) grade, you will not be eligible for more than four (4) years of competition in any sport. You are not guaranteed four (4) years of competition, but that is the maximum amount of competition you may have.

#### **AGE:**

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20) birthday occurs.

#### **USE OF PLAYERS:**

You may not appear at a contest in the uniform of your school while you are ineligible. This means that you may not dress or sit on the bench if you are not eligible to play. Also, you may not compete as an "exhibition" contestant if you are not eligible.

#### **PARTICIPATION UNDER A FALSE NAME:**

If you compete under a name other than your own, your principal will immediately suspend you from further competition and you and any other person(s) who contributed to the violation of this by-law will be subject to penalties.

#### **PHYSICAL EXAMINATIONS:**

You must annually have placed on file with your principal a certificate of physical fitness, signed by a licensed physician, in order to practice or participate. Your physical examination each year is good for only one (1) year from the date of the exam. The physician's report must be on file with your high school principal.

#### **AMATEUR STATUS:**

1. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost.
2. For participation in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$20 fair market value. There is no limitation on the value of your school letter.
3. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kid's league, etc. It only applies to your own competition in an athletic contest.
4. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

## **RECRUITING OF ATHLETES:**

1. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
2. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.
3. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete, which are not uniformly made available to all students who attend your school.
4. You may not receive an "athletic scholarship" or any other special benefit from your school, because you participate in athletics.
5. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement, which is not made available to all applicants who apply to or enroll in the school. Special inducement includes, but is not limited to:
  - A. Offer or acceptance of money or other valuable consideration such as free or reduced tuition during the regular year or summer school by anyone connected with the school.
  - B. Offer or acceptance of room, board or clothing or financial allotment for clothing.
  - C. Offer or acceptance of pay for work that is not performed or that is in excess of the amount regularly paid for such service.
  - D. Offer or acceptance of free transportation by any school connected person.
  - E. Offer or acceptance of a residence with any school connected person.
  - F. Offer or acceptance of any privilege not afforded to non-athletes.
  - G. Offer or acceptance of free or reduced rent for parents.
  - H. Offer or acceptance of payment of moving expenses of parents or the assistance with the moving of parents.
  - I. Offer or acceptance of employment of parent(s) in order to entice the family to move to a certain community if someone connected with the school makes the offer.
  - J. Offer or acceptance of help in securing a college athletic scholarship.
6. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participation in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity, which is not also provided or made available to all prospective students at that school.

## **SCHOOL TEAM SPORTS SEASONS:**

1. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to participate, or participate in contests, after the authorized ending date. This means that:
  - A. You may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the IHSA Board of Directors.
  - B. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.
2. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

## **PLAYING IN NON-SCHOOL COMPETITION:**

1. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport.
2. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
3. If you are trying out for or competing as a representative of the United States in recognized national or international competition during your high school's sport season in the same sport, you must obtain approval from the IHSA Office. Your principal must initiate the request for approval in writing prior to any such participation.
4. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team when the team(s) of which you are a member terminates for the school year.
5. You will become ineligible if you play on any junior college, college or university team during your high school career.

## **ALL STAR PARTICIPATION:**

1. After you have completed your high school eligibility for football, basketball, soccer or volleyball, you may participate in one (1) all-star contest in any of these sports, and still play for other school teams, provided:
  - A. the high school season in that sport has been completed.
  - B. the all-star contest has been approved by the IHSA.You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.
2. You are not restricted from participating in all-star competition in sports other than football, basketball, soccer or volleyball, except that you may not do so during the school season for the sport.

## **COACHING SCHOOLS:**

1. A coaching school, camp or clinic is defined as "any program sponsored by an organization or individual which provides instruction in sports theory and/or skills; which does not culminate in competition, and which is attended by more than two (2) persons from the school which the student attends."
2. During the school term, you may not attend a coaching school or clinic for any interscholastic sport.
3. You may attend a coaching school, camp or clinic during the summer (that period between the close of school in the spring and the opening of school in the fall) within the following criteria:
  - A. You may not attend a coaching school, camp or clinic for any sport after Saturday of week No. 4 in the IHSA Standardized Calendar.

## **MISBEHAVIOR DURING CONTEST:**

1. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, as a participant or spectator or both.
2. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.
3. Any other person(s) found to be in violation of the ethics of competition or principles of good sportsmanship may also be barred from interscholastic athletic contests.

# ATHLETIC/ACTIVITY EXTRACURRICULAR PLEDGE

1. **General Habits and Conduct:** I understand that by taking part in the athletic/extracurricular activity program I must meet the ideals for good sportsmanship, good conduct, and citizenship when in school events and in the community. I understand that it is a privilege to participate in athletics/extracurricular activities and that I should be committed to being a model student athlete/participant. I understand that athletics/extracurricular activities are designed to develop me physically, mentally, and socially. I understand that physical development is easy to understand and easy to see, but mental and social development is just as important and the hardest to develop.
2. **Academic Status:** I understand that I am required to take and pass a minimum of five courses during the time I participate in an athletic/extracurricular activity. Failure to pass five classes at the end of semester will make me ineligible for the whole next semester. Failure to comply with this rule during a semester will cause me to become ineligible to participate in any athletic/extracurricular activity program until I demonstrate I am passing the five courses. In addition, I must maintain a GPA of 2.0 at the end of the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> Nine Week grading period and at the conclusion of the 1<sup>st</sup> and 2<sup>nd</sup> semester in order to participate on an athletic team or extra-curricular club/organization.
3. **Physical Examination:** I understand that I must have a physical examination by a licensed physician before I can start practice or tryouts. I further understand that by participation in an athletic/extracurricular activity, I allow my physician(s) to release any information about my health condition and/or treatment to the school.
4. **School Attendance:** I understand that I must be in attendance for at least half of the school day (two and one-half clock hours of instruction) in order to participate in practice or in a contest or activity. School-sponsored field trips and activities do not count as absences.
5. **School Infractions:** Any school infraction which results in suspension from school will require that I be suspended from all athletics/extracurricular activities at least until I am properly reinstated in school.
6. **Alcohol and Tobacco Products:** I understand that if I use, possess, or sell any alcohol or tobacco product, I will be suspended from athletics/extracurricular activities for ten consecutive days. A repetition of such an incident will result in my suspension from all athletics/extracurricular activities for the remainder of the school year.
7. **Possession, Sale or Use of Drugs:** I understand that if I am in possession of controlled substances, illegal drugs or drug paraphernalia or involved in the sale, purchase, or use of drugs (other than a valid prescription written for me and exclusively used by me), I will be suspended from any athletics/extracurricular activities for the remainder of the school year.
8. **Stealing:** I understand that if I am involved in stealing of any nature, I will be suspended from athletics/extracurricular activities for the first incident for a minimum of ten consecutive days and will make restitution for anything stolen. A repetition of a similar incident will result in my suspension from all athletics/extracurricular activities for the remainder of the school year as well as being required to make restitution for anything stolen.
9. **Destruction or Damage of Property:** I understand that any destruction or damage of property associated with a school activity or an athletic/extracurricular activity will result in my suspension for a minimum of ten consecutive days as well as payment of damages. A second such incident will result in my suspension from all athletics/extracurricular activities for the remainder of the school year as well as requiring me to pay for damages.

10. **Team Rules:** I understand that if I violate specific approved and distributed athletic/extracurricular activity rules other than those stated in this pledge it will be handled by the coach/sponsor in charge of the athletic/extracurricular activity.
11. **Appeal of Suspension:** I understand that I have a right to appeal all suspensions. I must first appeal suspensions to the Athletic/Activity Director. Further appeal may be made to the Principal who may have the matter considered by an extracurricular review board.
12. **Awards:** I understand that awards for athletics/extracurricular activities may be withheld, refused or canceled if I do not follow all the rules and regulations for a particular athletic/extracurricular activity, including these rules.
13. **Participating in One Athletic/Extracurricular Activity:** I understand that I should show loyalty to my athletic/extracurricular activity and coach/sponsor and fellow students by completing the season. If I quit an athletic/extracurricular activity during the season, I cannot participate in another athletic/extracurricular activity unless the Athletic/Activity Director gives written permission.
14. **Medical Excuse:** I understand that if I am excused from physical education classes because of medical reasons, I may not compete in practice or interscholastic athletic competition.
15. **Service Learning:** I will demonstrate my commitment to the community by contributing no less than three hours of work to an approved activity. Service learning activities may include collection for food for the needy, meals or entertainment for the elderly, public property cleanup for the community, fund-raising for a charitable cause, or another worthy community project. All service learning must be approved by the Athletic/Activity Director.
16. This athletic/extracurricular activity pledge will affect my participation in a particular athletic/extracurricular activity for the entire school year.
17. I may not participate in any athletic/extracurricular activity until signed copies of this pledge and any athletic/extracurricular activity rules governing my conduct are on file with the Athletic/Activity Director.

## **PUPIL PERSONNEL SERVICES (PPS)**

Counselors at Thornton Fractional high schools serve as a link between the individual student and the total school environment. Any problem important to the student is considered important by the guidance counselors. These problems may be personal in nature or they may be school related, such as course selection, course failure, and post-high school plans. **Whatever the problem, the counselor is available to aid the student.**

Each school maintains a Guidance Office available to students and parents for counseling at all times. Each student is assigned a counselor who is available throughout the school day. Students may make appointments with their counselor at any time by filling out the appointment request form in the Guidance Office.

### **CHANGE OF ADDRESS**

Students are asked to cooperate with the Guidance Office by reporting a change of address and/or change of phone number. This will enable the office to get in touch with the parents when necessary.

### **EXTENDED ABSENCE HOMEWORK REQUEST**

If a student has been absent for two or more days, the parent may call the Guidance Department to make arrangements for homework. Teachers must be given 24 hours notice to prepare homework assignments. If a student is absent two or more weeks, the parent may call the Social Worker to make arrangements for homebound tutoring. Parents may also obtain homework assignments in the "Parent Connect" section of the school district's web site ([www.tfd215.org](http://www.tfd215.org)).

## FEDERAL GUIDELINES

School District 215 follows guidelines as set forth by the Title IX discrimination statement, as well as the Buckley Privacy Act. (More information concerning these Federal guidelines can be obtained by contacting the Guidance Department.)

### NON-GRADUATES

Students who would like to attend school again should contact the Guidance Office.

A student who dropped out of Thornton Fractional and did not attend elsewhere will have a pre-enrollment conference, which will include an administrator to determine the feasibility of returning to school. The student may be allowed to re-enroll on a probationary basis.

A meeting will be arranged with the counselor and the parents to prepare the prospective student for his/her return to school.

### NOTIFICATION OF RIGHTS

**The Family Educational Rights and Privacy Act (FERPA)** affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interest. A school official is a person employed by the school 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 school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent 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 school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

**Student Record Act School District 215 is also in compliance with Illinois School Student Record Act of 1975.**

“Students academic records shall be kept separate from disciplinary records. Information from disciplinary or counseling files shall be available to authorized persons within the school, the students and his/her parents or legal guardian. Such records are not available to others except by express consent of the student, his/her parents or legal guardian or under legal compulsion or in cases where the safety or persons or property is involved. A student or his/her parents or legal guardian may have access to his/her records under reasonable circumstances. The administrative staff, the faculty members, students, parents or legal guardians are bound to respect the confidentiality of the files and records.”

**The Armed Forces Recruiter Access to Students and Student Recruiting Information Act** requires that upon their request, military recruiters and institutions of higher learning shall be given access to secondary students names, addresses, and telephone listings, unless an objection is made by the students parent(s)/guardian(s). Parents/guardians may make request that this information not be released without prior written consent. Forms for objection to release are available in the summer mailing and the schools' Guidance Departments.

**PEER (STUDENT) MEDIATION PROJECT**

The basic purpose of mediation involves an attempt to solve problems between students with a minimum amount of intervention by school personnel. Mediation is a process which provides additional structure to process information used by students and teachers on a regular basis. Mediation supports the purpose of discipline by seeking to resolve problems rather than to decide on punishment.

Faculty and staff members as well as students are given wide discretion regarding the use of mediation as a proactive solution to student problems. The recommendation for mediation may be made for students at any level of the school organization. These recommendations may be made informally by students themselves, by classroom teachers, counselors, deans, or administrators.

**SCHOLARSHIP AND FINANCIAL AID**

District 215 does not award any scholarships. The school acts as an agent for organizations offering scholarships by publishing information as to the availability of such awards and assisting students in completing the appropriate application forms. Some of these forms are available in the Guidance Office. Some scholarships are based on the total educational record, but most are based on financial need.

**SCHOOL-AGE PARENTS**

Students who are married and/or pregnant are allowed to remain in school and participate in the regular educational program and extra-curricular activities. However, pregnant students after consultation with the Assistant Principal of Pupil Personnel, the parents, social worker, and the doctor, (if necessary) may choose to select home-bound instruction. Independent study or correspondence courses are also fee/tuition based options available at cost to the student.

**SCHOOL NURSE**

Prescription and non-prescription medication shall be administered only by the school nurse or a designated building administrator. Administration of all non-prescription medication (e.g. Tylenol, Advil, etc.) will be made upon the written request of a parent. However, the school nurse or designated building administrator retains authority to exercise medical judgment in the best interest of the student in each individual case. All medication must be given to the nurse before a student attends classes.

## Prescription Medication

1. The school should receive written medication orders from a physician. The orders should detail the name of the drug, dosage, and the time interval in which the medication is to be taken. These orders are to be renewed periodically.
2. Medications should be brought in the original prescription container, and should be labeled appropriately by the pharmacist or licensed prescriber.
3. In addition to the licensed prescriber's order, parents should provide a written request that medication be given during school hours. The request must include the name of the student, the parent/guardian's name and phone number in case of emergency. It is the parent/guardian's responsibility to ensure that the licensed prescriber's order, written request and medication are brought to the school.
4. The medication must be administered under the supervision of the school nurse.
5. If medication is a multi-dose inhaler or Epi-Pen the medication may be carried and self-administered by student. In case of an emergency additional medication should be kept in the Nurses' office.
6. The school district retains the right to reject requests for the administration of medicine.

## Non-Prescription Medication

Administration of all non-prescription medication will be made at the written request of a parent or guardian, however, the school nurse or designated building administrator retains authority to exercise medical judgment in the best interest of the student in each individual case. The non-prescription medication brought to the school nurse with the shelf display manufacturer's original label with the ingredients listed and the student's name affixed to the container. A written non-prescription medication order form must be on file in the nurse's office before any non-prescription medication can be administered to a student.

### Clinic Procedures:

All ill or injured students must have permission from a parent or guardian and nurse to be sent home. A list of students excused by the nurse is given to the Dean's Office at the end of the day. Parents are responsible for picking up students or giving them permission to drive home.

1. All students with rashes and illnesses must be sent home for a diagnosis by the family doctor. A written statement by the doctor will be required for readmission.
2. If, for any reason, the student cannot take part in the regular physical education program, he/she should report at the beginning of each year to the school nurse. A complete physical examination will be required from his/her family doctor. A new order from the doctor is required each semester.
3. All incoming freshmen must have the required physical examination and immunizations by the district registration week deadline in August. **Failure to have the physical examination and required immunizations will prohibit the student from going through fee payment and "Book Pick Up".**
4. All new students are required to submit proof of a recent physical examination and required immunization information.
5. All students absent five consecutive days or more are required to have a doctor's note in order to return to school.

## SPECIAL SERVICES

Special education programs, in compliance with state and federal laws, are available for students with special needs. Thornton Fractional High Schools offer a range of special education services to meet the varied needs of district students. The degree of services varies from contact by a specialist on a consultation basis to a full instructional program. Students most often attend regular classes and receive individualized assistance from special education personnel through resource or study skills services. Students whose skills do not permit them to successfully attend regular classes may receive instruction in alternate classes for all or a portion of their course work.

To be eligible for special education services, a student must have: 1) a disability as determined by state and federal law, 2) the student's disability must adversely affect his/her educational performance, and 3) the resulting educational needs must require special education services. A parent, teacher, or a professional in the community who is concerned about a student's performance may refer that student to his/her guidance counselor for possible assessment by a screening committee. The screening committee determines whether or not an evaluation for special education eligibility is appropriate.

The following services are also available:

**English Language Learners.** Beginning Fall 2008, District 215 will provide language and other special support services for students from linguistically and culturally diverse backgrounds who have been identified English Language Learners (ELL). These services are funded by the state and federal government and help students become English proficient, lifelong learners. The state requires the school district to conduct a Home Language Survey with every new student. This information is used to count the students whose families speak a language other than English at home. It also helps to identify the students who need their English language proficiency tested. Students who are identified as ELL are eligible for English as a Second Language classes, tutoring and other forms of instructional support.

**Homebound Teaching.** A student confined to a hospital or to the home for more than two weeks who presents medical certification that this confinement is mandatory will be eligible for homebound tutoring upon completion of a home/hospital educational plan. The parent or guardian should call the school's social worker for additional information and to determine if their particular circumstances qualify the student for homebound instruction.

**Instructional Program.** When the student's level of functioning is such that increased support and intervention is necessary to derive educational benefit, an instructional class may be suggested. These classes are offered in select subject areas and provide increased modification for students whose delays significantly affect their ability to succeed in the comparable regular class.

**Resource Program.** Students who have been identified as having a learning disability, traumatic brain injury, other health impairment, emotional disorder, or behavioral concerns may benefit from assistance in the resource room, if the level of intervention which they require is minimal. The amount of resource room assistance will be determined at the student's Individualized Education Planning conference.

**School Psychologist.** School psychological services may include assessment, individual or group counseling, consultation, and program development to meet individual needs. The psychologist works with students and consults with educators at the Thornton Fractional high schools to address student learning and behavioral issues within the educational environment.

**Section 504.** A student who has an impairment which substantially limits his/her functioning in the educational setting, but who is not eligible under state and federal law for special education services, may be considered for a Section 504 Educational Plan if such accommodations are needed in order for that student to derive benefit from his/her education. Referral for services under this plan would follow the same procedure as that detailed above.

**Social Work.** Social work services are available during the basic school term for regular and special education students in need. The social worker coordinates services with those of the counselors and other specialists on staff at the Thornton Fractional high schools.

**Speech and Language Therapy.** Speech therapy services are available for students who have a speech or language dysfunction. Referrals for speech and language evaluations may be made through the counselor or directly to the therapist. A speech and language evaluation must be completed prior to the delivery of service.

**Transition Services.** The state requires that annual consideration be given regarding post-secondary opportunities for all students with special education eligibility. The student's personal vision for his/her future is discussed. Thornton Fractional high schools follow this state procedure. School programming is to address the student's vision and educational needs in light of his/her vocational aspirations.

**Other Programs.** Support is available to the Thornton Fractional high school students with physical, vision, or hearing impairment, as well as other medical and cognitive disabilities. Programs for severely disabled students are available on a case-by-case basis, as determined by individual student need.

## TESTING

The counseling department supervises the administration of academic and career tests to all students. The results are used to properly assess achievement and career interest. The information is used by the counselors throughout the year as part of the comprehensive counseling curriculum. The following tests and surveys are administered throughout the school year:

Grade 9 - Explore Test

Grade 10 - Plan Test

Grade 11 - Plan Test, PSAT/ACT, PSAT, Advanced Placement

Grade 12 - Asset Test, Advanced Placement

## STATE ASSESSMENT

*PSAE – Prairie State Achievement Examination*

The PSAE is a mandatory test given by the Illinois State Board of Education to assess students' progress in the fundamental areas of reading, math, science and writing. Grade 11 students, as identified in the ISBE Student Information System, are required to take this exam prior to promotion to grade 12 status. Furthermore, ISBE requires all students to take the Prairie State Achievement Exam as a condition of receiving a regular high school diploma.

## **OPTIONAL TESTING INCLUDES:**

Students planning to enter a college or university after graduation should plan to take 1 or more of the following tests:

**ACT** – (American College Testing Program) - and

**SAT** – (Scholastic Aptitude Test) - The primary purpose of these tests (given in the junior or senior year) is to provide test scores and related information to colleges. This data will be used for admissions counseling, scholarship selections and placement in class sections.

**ASVAB** – The Armed Services Vocational Aptitude Battery is an abilities test given to juniors or seniors with consent of their parents. The test compares a student's abilities with various occupations and academic areas. The results of the ASVAB may be used to help students choose classes. By utilizing the results of this test students may be made more aware of career goals.

**Advanced Placement Test** – Students who want to apply for college credit for areas in which they feel they are proficient may take an advance placement test after enrolling in an Advanced Placement class. Currently, District 215 offers advanced placement examinations in: Spanish, Calculus, English Literature, U.S. History, European History, Physics, Chemistry, and English Language. Consult your counselor about details.

## **WORK PERMIT PROCEDURE**

Students under 16 years of age, who are going to work in Illinois, must bring the following original documents to the Guidance Office at the South Campus and the Main Office at the North Campus before they can be issued a work permit in **Illinois ONLY**: (Copies will be made, and the originals will be returned.)

1. A birth certificate (or a transcript) issued by the County or any other official birth record.
2. A statement of intention to employ signed by the sponsor or employer or by someone duly authorized by the employer. This statement must describe the specific nature of the occupation in which the employer intends to employ such minor, and the exact hours of the day and number of hours per day and days per week during which the employer intends to employ such minor, and the location and nature of the work establishment.
3. An original Social Security card.
4. A report of a physical examination or note from an MD on prescription paper that indicates the student is healthy and able to work. The report or note can not be more than one year old.

If a student under 16 years of age is going to work in Indiana, the student will take the birth certificate and letter of employment to the Guidance Office of Hammond High School, 5926 Calumet Avenue, Hammond, Indiana to secure his Indiana work permit. Once these items are submitted, the work permit will be completed and ready for pick up in 24 hours.

**Thornton Fractional Township High School District 215**  
**2011 - 2012**

This handbook supersedes any previously published materials pertaining to  
the student behavior code.

## **STUDENT BEHAVIOR CODE**

### **PHILOSOPHY**

A primary responsibility of the Thornton Fractional high schools and the professional staff is the students' understanding and appreciation of the rules, rights and responsibilities of the individual. It is the district's intent that students learn in a positive manner from the consequences of their actions and that all discipline is delivered with compassion for the purpose of altering student behavior. The maintenance of good discipline is essential to the educational process and is the joint responsibility of the home and school. Therefore, the home will be involved in the disciplinary process as early and as often as necessary. Students must adjust their behavior to the standards of the school. Appropriate student behavior is expected in order that the education of others is not hindered. Each student has the responsibility to know and abide by the regulations of the school. Behavior which tends to conflict with the educational environment or which is antagonistic to the welfare of other students and faculty will not be tolerated.

The provisions of this handbook are not to be considered as irrevocable contractual commitments between the school and the student. Rather, the provisions reflect the current status of the rules, practices, and procedures as currently practiced and are subject to change; upon recommendation of the District Discipline Committee and subject to approval of the district Board of Education.

The following list of misbehaviors is not exhaustive. The district reserves the right to discipline students (up to and including expulsion) for instances of misconduct not specifically described in the Student Behavior Code.

#### **Student Expectations:**

Thornton Fractional District 215 students can expect:

- A safe and orderly learning environment
- To be treated with dignity, civility and respect
- To be informed of the rules of conduct
- Freedom from discrimination and harassment
- Academic grades based on academic performance
- To express opinions and personal points of view
- Assistance from teachers, guidance counselors, deans, and administrators

#### **Student Responsibilities:**

Thornton Fractional District 215 students have the responsibility to:

- Attend school regularly and to be on time
- Observe the rights of other people
- Report hazardous or dangerous situations to an adult
- Treat others with respect and civility regardless of their racial/ethnic origin, age, sex, sexual orientation, religion, or disability
- Maintain academic honesty
- Maintain self-control and proper conduct at all times
- Refrain from the use and/or possession of controlled substances, illegal drugs, or drug paraphernalia
- Be truthful

- Express proper care of equipment, textbooks, and facilities

In dealing with violations of the rules and regulations of the school, staff will seek to resolve problems with the cooperation of the student and parent or guardian. The following pages are presented so that both parents and students will be aware of the rules, regulations and expectations of the schools. Parents and students are required to sign the form at the front of the Student Handbook with a signature indicating receipt of the discipline code. Parents and students are responsible for becoming familiar with this code.

### **Student Behavior Modification**

It is the purpose of the dean's office and district disciplinary procedure to:

1. Allow the student the needed choices to modify his/her behavior
2. Provide the resources and deterrents for this policy to be successful
3. Define the consequences of failing to modify identified problem behaviors

To accomplish this behavior modification, the district provides assistance, succession of warnings and deterrents

## **STUDENT ATTENDANCE POLICY/PROCEDURES**

**Compulsory Attendance** The attendance policy has been developed to promote an effective learning climate for students and the efficient use of teacher time and school resources. Only when students are present in their scheduled classes can the goals be achieved. In addition, Illinois State statutes require that all students below the age of seventeen attend school regularly. The law places responsibility for regular attendance of students on the parent. Violations of the law are referred to the Truant Officer, Office of the Educational Service Region, Cook County. Students of District 215 are required to attend all scheduled class assignments, including lunch.

Should a student, seventeen years of age or over, be chronically absent, the student and parents will be asked to make a decision about the student's choices of regular attendance, withdrawal from school, or administrative withdrawal. **Students absent from school for more than TEN (10) consecutive school days may be administratively withdrawn.**

A chronic or habitual truant shall be defined as a child subject to compulsory school attendance and who has been absent without valid cause from attendance for 10% OR MORE OF THE PREVIOUS 180 REGULAR ATTENDANCE DAYS.

### **DEFINITIONS**

Absence:

Any day or period of non-attendance. **It is the parent's/guardian's responsibility to notify the school of absences on the day of the absence.** School personnel will determine the status (excused/unexcused) of the absence. Reasons for absences are defined by the Illinois School Code as illness, religious observances, death in the family, or family emergency. The student is entitled to full make-up privileges for excused absence. The student must meet make-up deadlines established by the teacher. Approved school related activities are not considered absences.

Extended Illness:

Any student who is absent for five consecutive days must present a medical statement from a licensed physician. If the student will be absent for more than five days, the statement should indicate how long the illness is expected to last. Parents are to communicate with the SCHOOL SOCIAL WORKER in cases of extended illness to determine if Homebound Services are warranted.

### Excessive Absences and Medical Documents:

Excessive absence is defined as more than 10 days per semester. The school administration may require excessively absent students to provide medical documentation indicating the nature of the illness and specific dates to be excused. Failure to provide medical documentation will cause the student to be considered truant. See "Truancy Consequences." Student will be placed on the appropriate step. (Step III, IV or V)

### Truancy:

Truancy is any day or period of non-attendance which is determined by school personnel as unexcused. **Students may not make up any work resulting from an unexcused absence.**

### Extenuating Circumstances:

Upon approval of the assistant principal for pupil personnel services, instruction may be provided through homebound tutoring in cases of extended illness. Homebound tutoring will constitute continuous instruction.

### Daily Absences

If a student is absent from school, his/her parent must call the school each day the student is absent. Calls are required no later than 2:30 p.m. on the day of the absence. If the school does not receive the call as required, the absence is considered unexcused. A 24-hour phone service is available at the following numbers:

**CAT 585-2366**

**NORTH 585-1007**

**SOUTH 585-2040**

Any student who decides to stay home AFTER the parent (or guardian) has left for work has the responsibility of contacting a parent/guardian to inform him that he/she is home so that the parent/guardian can call before 2:30 P.M. on the day of the absence.

## TARDY POLICY

Punctuality is a student responsibility. Failure to enter the classroom prior to the final ringing of the tardy bell will be recorded as a tardy or as stipulated in writing by the teacher and signed by all students as classroom procedures.

The building administration may prohibit student admission to class when a student is tardy. Such a measure may be necessary either on a selected or continuing basis to ensure that tardiness does not disrupt the educational process.

Students detained by a teacher must obtain a pass from that teacher before attempting to be admitted to their next class. Students may not leave a class to which they are tardy in an attempt to solicit a pass.

Multiple tardies to any class will result in disciplinary action. The Deans' Office, Nurse/Clinic, Guidance Office, and Bookstore do not issue excuses for tardies.

All tardies will be reported to the Deans'/Attendance office on the day of the tardy. Students accumulating multiple tardies, per class, per semester, will be counseled and/or disciplined at the indicated levels.

<b>Tardy 1</b>	Teacher/student conference Teacher contacts parent/guardian
<b>Tardy 2</b>	Teacher contacts parent/guardian Two (2) hour detention
<b>Tardy 3</b>	Deans' Office contacts parent/guardian One (1) day in-school suspension (ISS)
<b>Tardy 4</b>	Deans' Office contacts parent/guardian One (1) day out-of-school (OSS) <b>OR</b> removal from class with failing grade (subject to administrative approval)

## TRUANCY POLICY

Students are expected to remain in the building during their regularly scheduled school day. Under no circumstances are students to leave the building without the permission of the dean or school nurse. **TO DO SO WILL BE TREATED AS TRUANCY.** If a student becomes ill during the school day and receives permission from the nurse to go home, he or she will be given a pass from the nurse. This pass should be turned in to the Attendance Office before leaving school. Students will be released to the custody of their parents or guardians in the Attendance Office. If no parents or guardians are available, permission must be received from an assistant principal before the student is released.

Requests to leave school for other reasons must be verified by a telephone call from the parent/guardian, and official, written verification that the appointment occurred (e.g. doctor/dentist note, verification of court date or college visit). An excuse from school will be granted by the deans for only those matters that cannot be scheduled at any other time than during the school day.

Truancy is any day or period of non-attendance which is determined by school personnel as unexcused.

### Single Period Truancy

The first single class truancy starts the student at Truancy Step 1. Each subsequent infraction moves the student to the next step. **Students accumulating 6 unexcused absences to a single class period may be dropped from class for truancy with a failing grade (Subject to the approval of the principal).**

### Full Day Truancy

Full day truancy is defined as absence without excuse from three or more periods. A full day truancy will start on Truancy Step 2. **Students accumulating 10 or more full day truanancies per semester will be considered chronic and habitual truants and may be asked to make a decision about withdrawal from school. In addition to the following truancy consequences, police issuance of a municipal citation for truancy may be issued to the parent/guardian.**

### Truancy Consequences

Truancy # 1	1 day ISS (parent notification)
Truancy # 2	1 day ISS (parent notification)
Truancy # 3	2 days ISS (parent notification)
Truancy # 4	Dean's office contacts parent/guardian. One (1) day out-of-school (OSS) OR removal from class with failing grade (subject to administrative approval).

Additional infractions will result in further disciplinary action.

## STUDENT DISCIPLINE PROCEDURES

The following disciplinary actions will be used in Thornton Fractional high schools; **however, occasions might arise in which it would be necessary for the deans to use their own discretion in disciplinary measures.** The latitude of disciplinary assignments is from one detention to ten days out-of-school suspension. No corporal punishment will be administered. Faculty and staff may use reasonable means, as needed, to maintain safety, self defense or defense of property and may remove students from the classroom for disruptive behavior. The use of other types of sanctions varies with the nature of the offense.

**More severe discipline may be administered for infractions directed against school personnel, agents of the school, or agents property and/or for infractions occurring in places other than in the classroom.**

### CORPORAL PUNISHMENT

Corporal punishment is prohibited in District 215.

## **DUE PROCESS**

The school has the responsibility to see that due process is practiced at all times and to insist that the individual rights of all students are preserved.

A student must be provided with the following due process in connection with any suspension from school:

1. Oral or written notice of the charges and explanation of evidence supporting the charges
2. If the charges are denied, a student must be given an opportunity to explain his version of the events to the suspending school official.
3. The suspension (except from riding a bus for safety reasons) may not exceed 10 days.
4. All prudent and reasonable attempts will be made to have a student's parents or guardian immediately receive a report of the suspension with a statement of the reason(s) for it and a notice of right to review/hearing.
5. A formal letter of suspension will follow that includes a notice of right to a review / hearing.
6. If a hearing is requested, the parents or guardian may appear and may discuss the suspension with the Board or its hearing officer.
7. Any decision rendered must be based upon the evidence.
8. With respect to any suspension invoked, the student has a right to be informed of the beginning and ending dates.

The rules regulating the suspension of a student identified as in need of special education are different, and disposition will depend upon the facts presented in each case.

In all cases of administrative recommendation for expulsion, a hearing shall be conducted by the Board of Education or their designee, which provides an opportunity for the student and his/her parents to exercise their right of due process. The Board of Education shall base its decision only on evidence presented at the hearing.

The following procedures will be followed for both suspension and expulsion hearings:

1. Parent or guardian will be requested to be present at the hearing
2. The student and parent will be given an opportunity to give their version of the facts. They are allowed to offer the testimony of other witnesses and other evidence.
3. The student will be allowed to know of evidence offered against him/her.
4. A record shall be kept of the hearing.
5. The Board of Education will, within a reasonable time after the hearing, notify the parent or guardian of its decision. The notice will be in writing and state whether or not the student is guilty of the conduct charged and what disciplinary action will be taken by the Board.

## **PEER (STUDENT) MEDIATION**

The Thornton Fractional Peer Mediators attempt to resolve problems between students with a minimum amount of intervention by school personnel. Students who are made to feel uneasy by the actions of other students may request mediation through the deans, social worker or counselors. The Student Mediation process involves the invitation of the affected parties to participate in mediation. Students may elect to have either adult or student mediators. Trained student mediators question the disputants on the nature and causes of their disagreement. The mediators look for a solution to the problem which will resolve the concerns of all parties. The final resolution is written as a contract between the disputants. In the event that mediation fails (i.e. a fight occurs), the disputants will be referred to the deans.

## **DETENTIONS**

Students may be detained beyond regular school hours or be required to come before regular school hours or on non-school day hours in order to help them improve their academic achievement to counsel them on their department; and make up school work missed because of tardiness, absence or inattention. Students are expected to make arrangements to attend.

Detentions are designed to allow the student a continuous educational process; failure to attend detentions will be considered as insubordination.

### **Teacher Detentions (20-25 minutes)**

When assigning student detentions, teachers give the student a detention slip that allows for overnight notice and parent notification. Teachers will be responsible for their own detentions. Failure to serve a teacher detention will result in further disciplinary action.

### **Dean's Detention**

Dean detentions are served after school. An assigned student is given written notice as to the date, time, place, and expectations. Failure to serve or removal from a Dean detention will result in further disciplinary action.

## **IN-SCHOOL SUSPENSION (ISS)**

\*The Freshmen Academy does not provide ISS for students enrolled in the program.

In-School Suspension (ISS) is served at the school building in a designated room, supervised by a certified staff member for a specified time period. District 215 believes attendance and in school is directly related to students becoming independent, confident and continuous learners and recognizes that a significant number of students are failing due to attendance and/or discipline problems that are escalated by out-of-school suspensions. The ISS program, as an alternative program to out-of-school suspensions, will allow students to receive academic credit during the school day. A student is allowed only 10 days per semester in the ISS program. The days in the alternative program do not count as out-of-school suspension days. Students in ISS are not allowed to attend extracurricular activities on the day of the assigned ISS. Students are required to abide by the School Discipline Code and follow the rules as outlined by ISS supervisor while in attendance. Students who violate any of the rules will be removed from the in-school room and an out-of-school suspension will replace the original consequence. Disciplinary infractions that constitute placement in the ISS program will be determined by the school administration and the Deans' Office. Failure to complete an ISS assignment will result in an out-of-school suspension and ISS placement will be forfeited.

## **OUT-OF-SCHOOL SUSPENSION (OSS)**

Students who present a problem of misconduct or consistent violations of rules may be suspended from school for a period of up to ten days. When a student is suspended, his/her parents will be notified as quickly as possible. A parent conference may be required at the discretion of the Dean. During an out-of-school suspension, it is the students' responsibility to request any missed work. Students may earn half credit for any missed daily assignments. Exceptions to this include: major projects, unit exams, and/or grading period exams which will be made up for full credit.

**DURING A SUSPENSION, THE STUDENT WILL REMAIN AWAY FROM THE SCHOOL GROUNDS AT ALL TIMES. FAILURE TO DO SO WILL BE TREATED AS CRIMINAL TRESPASS TO STATE-SUPPORTED PROPERTY. STUDENTS WHO ARE SUSPENDED ARE NOT ALLOWED TO ATTEND OR PARTICIPATE IN ANY EXTRA-CURRICULAR ACTIVITIES, INCLUDING ATHLETICS.** Parents and/or police will be notified.

There are offenses of such a nature that will result in immediate suspension and recommendation for probable expulsion.

The parent will be notified by letter of the time and place of the hearing before the Board and the right to be represented by counsel.

## EXPULSION

Students guilty of flagrant or chronic violation(s) of the rules or gross disobedience or misconduct will be recommended for expulsion. These offenses are defined as, but not limited to, any conduct, behavior, or activity which causes, (or reasonably leads school authorities to believe may occur) substantial injury or disruption, or material interference with school activities or the rights of other students or school personnel. School Board Policy Number 5079.

Students receiving more than 13 days of out-of-school suspensions in any school year may be recommended for expulsion. School Board Policy Number 5079.1

The parents will be notified by letter of the time and place of the Board hearing and of the right to be represented by counsel.

## STUDENT INFRACTIONS/DISCIPLINARY CONSEQUENCES

**Assault** – Assault is any threat, which causes a reasonable apprehension by the victim, of receiving bodily/physical harm.

**Battery** – Battery is any unlawful activity causing physical injury to another and/or knowingly touching another with intent to injure.

**Bullying** – Bullying is a series of cruel or hostile behaviors involving one or more persons. 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; or, (3) through the transmission of information from a school computer, a school computer network or other similar electronic school equipment.

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; or, (4) substantially interfering with the student's ability to participate in or benefit from the services, activities or privileges provided by the District. Bullying, intimidation and/or harassment may take various forms, including, without limitation, the following: threats, stalking, physical violence, cyberbullying and/or sexting, sexual harassment, sexual violence, theft, public humiliation, destruction of property or retaliation for asserting or alleging an act of bullying.

The District expects all students to conduct themselves with a proper regard for the rights and welfare of other students. Students will be commended or acknowledged for demonstrating appropriate behavior. The District's policy on preventing bullying, intimidation and harassment at its schools is further set forth in Board Policy 5061. 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 Illinois Constitution.

Students are strongly encouraged to report alleged acts of bullying, intimidation, harassment and other acts of actual or threatened violence. These acts can cause serious disruption at the District and dire consequences to students; these behaviors are not acceptable in any form by the District and will be taken seriously should they occur. Any student who is determined, after an investigation, to have engaged in this behavior will be subject to disciplinary action, including, but not limited to, consultation with a school counselor, administrator, social worker or psychologist; a parent conference; and/or an out-of-school suspension for up to ten (10) days to with a possible recommendation for expulsion.

**Cheating** – Student cheating is prohibited and will be handled initially by the classroom teacher. Repeat offenses may result in further disciplinary action.

**Chronic and Flagrant** – Chronic and flagrant is defined as repetitive misbehavior which does not change in response to disciplinary effort. Students identified as engaging in chronic and flagrant misbehaviors may be recommended for expulsion.

**Civility** – Civility is defined as the capacity to function as a citizen in a way that benefits the individual and society. Thornton Fractional high schools are committed to enhancement of civility on the part of every person who is in the school. All people, therefore, are expected to conduct themselves in a civil manner at all times. Failure to act in a civil manner at any time will result in a consequence determined by the Dean of Students.

**Controlled Substances (Possession of, Sale of, or Use of and/or Involvement with Controlled Substances, illegal drugs or drug paraphernalia, or involved in sale, purchase, or use of drugs (other than a valid prescription) and or Alcoholic Beverages, Look-alike of Controlled Substances, Paraphernalia and/or Alcoholic Beverages)** – Such student action will result in Out-of-School Suspension from 5 to 10 days with parent conference and possible recommendation for expulsion. Local authorities will be informed unless deemed unnecessary by the Deans' Office. During parent conference, parent/guardian will be informed that the District has a drug procedure policy. Ill. Rev. Stat. 105 ILCS/5 and School Board Policy Number 5073.

**Criminal Trespass** – Criminal trespass is being on school property without proper permission from school personnel. Persons considered as trespassers are students on suspensions, expelled students, and any persons who appear on school grounds without legitimate reason. To do so will be treated as criminal trespass to state supported property. Police may be notified. All visitors are required to check-in.

**Damage to Property/Vandalism/Graffiti** – Damaging, attempting to damage or misuse of school property or possessions of any individual at Thornton Fractional high schools will result in suspension and/or recommendation for expulsion and may result in restitution for damages. Setting fire or attempting to set fire to any objects or person on school property will result in suspension and/or recommendation for expulsion. In addition, a student may face prosecution by civil authorities. Any littering on school property is prohibited.

**Disruptive Classroom Behavior** – At the beginning of the school year, the rules governing school behavior will be given to the students in the form of a student handbook and informational assembly. In addition at the beginning of each semester, the rules governing classroom behavior will be given to the students by each teacher. Failure to comply with these rules will result in the following:

1. A warning to the student and attempts to modify behavior will be made by the teacher. Interventions may include parent phone call/conference, counselor referral, and detentions.
2. Should disruptive behavior persist, the student will be sent to the Deans' Office with a Deans' Referral. Appropriate disciplinary action will be taken, and the Dean will contact the parents.
3. If the above interventions fail and if, upon returning to the class, the student continues to exhibit disruptive classroom behavior, he/she will be subject to suspension and/or recommendation for removal from class subject to the approval of the principal.

**Disruptive Items** – Possession or use of any items that could be considered disruptive to the educational process (such as squirt guns, balloons, playing cards, whistles, roller blades, skate boards, etc.) are not allowed. Students are not to be in possession of visual (such as portable DVD players) or audio equipment (such as head phones) during the school day.

**Dress Code** – Since the primary function of school is education, student dress should be appropriate for the school environment. With the cooperation of all parents/guardians, the school expects all students to dress in a manner that is appropriate for a school day and which will not substantially disrupt the educational process and climate or be a safety or health concern.

**Examples of inappropriate dress:**

- Headgear
- Metal chains, spiked apparel/jewelry
- Exposed midribs tops (belly shirts), tube tops, halter tops, spaghetti straps, loose fitting tank tops, backless dresses, sport bras, bare/one shoulder tops, see-through or net tops, leggings, pajama pants or excessively tight or revealing clothing
- Pants worn below the waist/hips, short shorts, short skirts, short dresses
- Exposed undergarments i.e., boxers/bra straps: or clothing carried over one shoulder and/or partially worn
- Slippers
- Apparel or items which refer to drugs, weapons, alcohol, sex, the occult, gangs, profanity, or which are offensive to ethnic, racial, or religious groups
- Tattoos and body piercings, to the extent that they demonstrate health and safety concerns, will be considered inappropriate
- \*Outerwear – coats, lined jackets, lined hoodies, vests, gloves, scarves, sunglasses, backpacks, over-sized purses, book bags and sports bags

\*These items are not to be worn or carried during the school day and should be stored in the student's locker.

**This is not an all-inclusive list. Administrative discretion will apply in all cases.**

Failure to follow the above guidelines may result in a Deans' referral with consequences ranging from a verbal warning to an out-of-school Suspension.

**Electronic Devices** – **It is the student's responsibility to ensure that the device is turned off and out of sight during times of unauthorized use.** Electronic devices will be defined as, but not limited to, cellular phones, unauthorized beepers, pagers, laser pointers, MP3 players, portable internet devices, portable DVD players, two-way radios, and audio equipment, i.e. ear pieces, head phones. In order to maintain a quiet and orderly school environment, these items may not be used in the school building between the hours of 7:00 AM and 3:09 PM. These devices may not be used in detentions or any after school activity except as approved by the principal or their designee. District 215 is not responsible for lost or stolen electronic devices. Unauthorized use of electronic devices or disruption caused by these items will result in the following:

**1st offense:** Confiscation of electronic device. The parent/guardian must pick up the device at the Deans' Office **prior** to the release of the electronic device to arrange for parent conference.

**2nd offense:** **Confiscation of electronic device.** One (1) day ISS

**3rd offense:** **Confiscation of electronic device.** One (1) day OSS

Additional infractions will result in confiscation of electronic device and further disciplinary action.

**Refusal to surrender an electronic device to school personnel will result in an automatic out-of-school suspension. Under no circumstances will confiscated electronic devices be returned to students. Only a parent/guardian may receive the electronic device from the Deans' Office.**

**Use of electronic devices may result in disciplinary action ranging from a detention to up to 10 days out of school suspension. Such use of an electronic device may include but are not limited to:**

- **Impeding or hindering a school investigation**
- **Contacting outside parties**
- **Recording school documents**

**This is not an all inclusive list. Administrative discretion will apply in all areas.**

**False Fire Alarm/Setting a Fire or Tampering With Fire Extinguishers** – Such student action will result in immediate out-of-school suspension of ten (10) days, conference with parent/guardian and recommendation for expulsion. The local police department will be informed.

**Fighting** – Fighting is considered gross misconduct and will result in the following actions: out-of-school suspension from 5 and up to 10 days, police arrest and/or issuance of a municipal citation for disorderly conduct or simple battery, and a parent conference with possible recommendation for expulsion. Recurring incidents of fighting will be considered in the application of disciplinary procedures. Students are strongly encouraged to report any and all instances of verbal or physical harassment on school property to the deans immediately.

**Food and Drink** – Students will not bring any food or drink into the classroom, hallways, and or auditorium. Failure to comply will be considered insubordination. Water will only be allowed in the original clear bottle with a sealed cap on. Selling of candy or items during school day not related to school events or activities or sold for personal gain may not be sold on school premises. These items will be confiscated. Confiscated items will only be returned to a parent or guardian.

**Forgery and/or Unauthorized Possession of School Property or School Forms** – Such student action will result in out-of-school Suspension from three (3) to ten (10) days and restitution of all damages and possible recommendation for expulsion. Police will be notified unless deemed unnecessary by the deans. Recurring incidents of forgery and/or unauthorized possession of school property or school forms will be considered in the application of disciplinary procedures.

**Gambling** – Any form of gambling is strictly prohibited at Thornton Fractional Township High Schools. Playing cards, dice, or other types of gambling devices are prohibited on school property.

**Gang Activity** – Illinois State Law prohibits any secret fraternity, sorority, or society of any kind in a public high school. Any student participating in activities related to any secret organization may be referred to the School Board for an expulsion hearing. No student on or about school property or at any school activity:

1. Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang.
2. Shall commit any act or omission, or use any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in a gang; or,
3. Shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
  - A. soliciting others for membership in any gang
  - 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.

**Gross Misconduct** – Gross misconduct shall include any conduct, behavior or activity that causes, or may reasonably lead school authorities to believe substantial injury or disruption, or material interference with school activities or the rights of other students or school personnel may occur. Out-of-school suspension of up to ten (10) days with possible police arrest and possible recommendation for expulsion. Police will be notified unless deemed unnecessary by the Deans' Office. School Board Policy 5079.

**Harassment** – No person, including a District employee or agent, or student, shall harass, intimidate or bully a student on the basis of actual or perceived race; color; nationality; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or, any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying, whether verbal, physical or visual, that affects the tangible benefits of education, unreasonably interferes with a student's educational performance or 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.

**Immoral/Obscene Behavior** - Any behavior offensive to common propriety or decency, including, but not limited to, "mooning," indecent exposure, offensive touching, possession, distribution or display of obscene or "hate" material or similar behavior will result in a suspension and possible recommendation for expulsion.

**Insubordination** – Refusal to obey established and well-defined rules and school regulations and failure to comply with a reasonable request by a staff member are considered acts of insubordination. Insubordination also includes being in an unauthorized area or loitering (i.e. washrooms, corridors, parking lots, etc.) during a student's regular schedule. Repeated violation of any rule constitutes insubordination.

**Mob Action** – The assembly of two or more persons for the purpose of creating a disturbance, participating in an act of violence, and/or damaging property will result in disciplinary action ranging from detention to suspension with possible recommendation for expulsion.

**Obscene or Abusive Language** – Obscene, profane, or vulgar language either written, oral, electronic, or expressed by symbols

1. Between Students:

From one (1) after school detention up to ten (10) days suspension; parents notified. Repeat offenses will increase the disciplinary penalty.

2. Against School Personnel or Agents of the School:

Three (3) to ten (10) days suspension; parents notified. Repeated offenses will result in a recommendation for expulsion.

**Obstructing a School Investigation** – Any student who knowingly gives false information or intentionally fails to give information in an investigation conducted by staff personnel, may receive a consequence ranging from suspension to a possible request for expulsion.

**Plagiarism** – defined as "the wrongful appropriation, close imitation, or purloining and publication, of another author's language, thoughts, ideas, or expressions, and the representation of them as one's own original work." The first offense will result in the student receiving a zero (0) for that assignment, project, or paper. Additional offenses will result in further disciplinary action.

**Publication/Distribution of Materials** – Students, staff members, and general public, may not use school facilities in any manner for the promotion of any group or vested interest. Also, materials of any kind not directly related to class work may not be distributed on the school premises without the approval of the school administration. Disseminating, posting, or in any other way communicating information unrelated to school activities is prohibited. Possession of literature which promotes any activity that is unlawful, immoral, or inappropriate is prohibited.

**Reckless Endangerment** – While committing an infraction of school rules, a student who intentionally or unintentionally jeopardizes the safety or wellbeing of others will be penalized from one detention up to 10 days out-of-school suspension depending on the nature and severity of the act.

**Recording Devices** – Visual or auditory recording functions on electronic devices cannot be used on school grounds without prior approval by building administration. Violation of this policy will result in the confiscation of this item and may result in further disciplinary consequences.

**Smoking; Use of Smokeless Tobacco; Possession of Smoking Materials** – Smoking in the building, on the grounds or while being transported is prohibited at all times. Tobacco in any form is not to be brought on school property and will be confiscated. Students should disassociate themselves from those who use tobacco or they too may be subject to disciplinary action. The “school grounds” is interpreted as all property owned by District 215, including parking lots and athletic fields. Failure to comply with this policy will result in disciplinary action and offenders may be issued a municipal citation by the local police department.

**Student I.D. Card** – All students will be provided with a student identification card (ID card) upon enrolling in school. The student must possess this school ID card while attending school every day. Students that attend school without an I.D. will need to purchase a temporary I.D. **ID card when boarding buses may be denied transportation.** Lost, damaged, or defaced ID cards must be replaced immediately at a cost of five dollars (\$5.00) to the student. All students must surrender their ID card upon request by any school personnel. Refusal to surrender student I.D. card upon request will result in an out-of-school suspension.

**Theft** – Theft or attempted theft of school property or of possessions of another individual at Thornton Fractional Township High Schools will result in suspension, possible expulsion, and remuneration for losses. In addition, the student may face prosecution by civil authorities. All thefts should be reported to the Deans' Office as soon as possible.

**Unauthorized Area** – Students who are in a location without permission are considered to be in an unauthorized area. Disciplinary action may result ranging from a detention to out of school suspension.

**Weapons (Possession and/ or Use of Weapons/Look Alike Weapons and/or Explosive(s)/ Fireworks)** – Such student action will result in out-of-school suspension five (5) to ten (10) days with parent conference and possible recommendation for expulsion. As mandated by the Gun-Free Schools Act of 1994, possessing, using, or attempting to use dangerous weapons will result in a mandatory recommendation of expulsion for a period of at least one calendar year and possible contact of authorities.

# GENERAL INFORMATION

## BUS TRANSPORTATION INFORMATION

1. Students must show their student identification card (I.D. card) to board the bus. Students who do not present their current student I.D. when boarding buses will be denied transportation.
2. Students will board the bus in the morning and exit the bus in the afternoon at the stop closest to their home. Students may only ride their assigned bus. Permission will not be granted to ride the bus to other locations.
3. Students have a responsibility to be at the designated stop on time. If a student misses the bus, it is the responsibility of the parent to provide transportation to or from school.
4. For reasons of safety and health, the following items are not allowed on a school bus:
  - Glass objects; bottles, jars, etc.
  - Inflated balloons
  - Oversized objects and instruments; those that cannot fit safely in the seat with the student
  - Weapons; guns, knives, razor blades, etc. (real or toy)
  - Sports equipment that could endanger others; like javelins, baseball bats, pole vaults or shot puts.
  - Skate boards or any item which cannot be transported easily or which creates a safety concern
5. Buses are equipped with a video and audio monitoring system for the purpose of monitoring and promoting safe student bus behavior. District 215 has the exclusive rights to use the footage as deemed necessary by authorized school employees.

## STUDENT BEHAVIOR ON THE BUS

The school bus is considered an extension of the classroom. Therefore, the bus driver has the same authority as school personnel. All school board policies that apply to student conduct and other student related activities, apply to the school bus. Rules also apply to field trips and shuttles. Students are expected to behave in a safe manner at the bus stop and while riding the bus. All students will be expected to treat each bus rider and their possessions with respect. To ensure the safety of all riders, students will need to abide by the following expectations:

1. Follow the bus drivers' directions.
2. Ride on assigned bus.
3. Remain seated at all times.
4. Keep all of your body in the bus.
5. Use appropriate language.
6. Maintain a safe environment for other passengers and for the driver.
7. Keep your neighborhood and bus clean. Garbage cans are provided at the front of the bus.

Consequences for misconduct on the school bus are listed below. School Personnel have the authority to accelerate consequences up to and including suspension from bus service and/or suspension from school based on the severity of the incident.

### Step 1 – Five to Ten Day Bus Suspension/ Parent Conference

The Dean's Office will notify the parent/guardian of the 10-day bus suspension. A parent conference may be required to determine a behavior plan before the student can continue riding the bus. Parents and students must abide by the rules of a suspension. Should parents or students ignore the dates of bus suspension, transportation privileges will be suspended for the remainder of the school year and possible contact of the proper authorities.

Misconduct on the bus shuttle will result in out-of-school suspension from school. A parent conference may be required to determine a behavior plan before the student can continue riding the bus.

#### **Step 2 – Suspension for the Year**

Student will be suspended and removed from the bus for the remainder of the school year. Additional consequences consistent with the Student Handbook may occur.

### **CAFETERIA**

During assigned lunch periods, students are expected to report directly to the cafeteria. They may buy their lunch or bring it from home. In compliance with Department of Agriculture regulation for a Class "A" school lunch program, it is prohibited to bring in, order delivery of, or otherwise supply competing prepared foods. Therefore, brown bag lunches are the only food students are permitted to bring into the building. These lunches shall be eaten in the cafeteria during the student's assigned lunch period.

Students are to maintain an efficient, clean and enjoyable cafeteria. Students are expected to clean up as directed by the cafeteria supervisor. Running, fighting, loud talking or shouting is out-of-order. No food is to be taken out of the cafeteria. **STUDENTS WHO LEAVE SCHOOL DURING LUNCH PERIODS ARE CONSIDERED TRUANT.**

### **CARE OF SCHOOL PROPERTY**

The appearance of the building reflects the pride students have in their school. Students should go out of their way to help maintain a clean and orderly school. Damage to or destruction of school property will not be tolerated and will result in disciplinary action and restitution of damages by parents. The students shall not tamper with the lighting, the windows, the shades, heating equipment, P.A. system, or lockers.

### **CLASSROOM**

Classroom procedures are under the direct control and are the responsibility of the classroom instructor. The student shall have books, paper, pencil, pen and all other necessary materials for each class period.

### **EMERGENCY DRILLS**

Emergency drills are held during the school year. Students should be familiar with the traffic pattern posted in each of the classrooms, and the emergency alarm signal. The following instructions are to be carried out:

1. Students are to walk quickly and orderly to the designated areas/exit.
2. Students are to return to classes quickly and quietly when the recall bell sounds.

### **EXTRA-CURRICULAR ACTIVITIES**

Extra-curricular activities are privileges extended by the district to students who want to participate and agree to comply with the student behavior code, as well as the rules and regulations established for the respective activity. Compliance allows for on-going participation in the particular activity. The failure to comply with the rules and regulations shall result in appropriate sanctions.

Because these activities are regarded as privileges and not property interests of the student, only those procedural and substantive considerations as provided for within this handbook shall be afforded the student when a disciplinary sanction must be considered. As such, all rules and regulations of the school shall apply to ANY school sponsored activity-both on and off campus.

## HALL PASS PROCEDURES/EXPECTATIONS

Hall Pass Procedures - Students are not to be in the halls during class hours. The only exceptions are those students who have been given a hall pass from one of the following appropriate sources:

- Deans'/Attendance Office
- Guidance Office
- Nurse's Office
- Administrator
- Teacher

Hallway Expectations - Appropriate expectations include, but are not limited to:

- Walk at all times.
- Use appropriate tone and language.
- Respect the authority of school personnel.
- Respect other students and their rights.
- Keep the halls (and campus) free of litter.

## LEARNING RESOURCE CENTER (LRC)

The LRC will be open from 8:00 A.M. to 3:25 P.M. each day. Conduct in the LRC shall include common courtesy to the staff and fellow students. In the event that students abuse their LRC privileges, the librarian may deny admission to the LRC for a specified period of time. Students not utilizing the LRC for research or other classroom assignment will be returned to their regularly assigned classroom. Serious misbehavior will be referred to the dean who shall assess the disciplinary procedure to be followed.

## LOCKERS

All District 215 students have been provided with individual lockers and shall be subject to the following provisions. For the safety and welfare of students, ownership of the locker is maintained by the school district, and the student is granted a limited use of the locker solely in accordance with this policy.

- Each student is responsible for the contents of his/her assigned locker.
- The only items that may be placed in the lockers are articles of clothing, school books or supplies related to school use, lunches, and personal items which students are legally entitled to have in their possession. **No book bags or gym bags may be taken to class rooms.**
- **According to State law, the school owns and controls student lockers. Thornton Fractional Township High School District 215 reserves the right to conduct periodic inspections of lockers, with the assistance of police canine units.**
- A student, once assigned a locker, is to use only his/her assigned locker.
- Any student who has a problem with his/her locker should contact the Deans' Office immediately.
- Any student having information concerning locker tampering should report it to the Deans' Office. This action will insure the safety of lockers and contents.
- Lockers must be locked at all times with school issued hall locks. The school is not responsible for purchase of new locks and/or lost or stolen property.

## LOST AND FOUND

The Lost and Found Department is located in the Deans' Office/Attendance Office.

## **POLICE LIAISON OFFICER**

In partnership with the Calumet City and Lansing police departments, police liaison officers are assigned to both Thornton Fractional North and Thornton Fractional South high schools. These officers work in partnership with the Deans' Offices to maintain a safe and positive learning environment in both buildings.

## **SCHOOL HOURS/LOITERING**

The school day is defined as the student's schedule. After regular school hours, students are encouraged to participate in all of those extracurricular activities for which they have an interest and are eligible. Students are not to be on school property after 3:40 P.M. without a valid reason and proper supervision. Loitering is not permitted. Those apprehended may be charged with criminal trespass to state-supported property.

## **SCHOOL CAMERAS**

As a safety issue, school cameras are located throughout the building and on buses. The footage from the cameras can be used to investigate inappropriate behavior.

## **SCHOOL TELEPHONES**

Telephone messages for students will not be delivered during class time except in cases of extreme importance.

The pay telephones in school facilities are for the convenience of District 215 students and guests. They are to be used primarily for conversation with student's parents. These telephones are to be used only before school, lunch hour, after school, or when given permission from the Main Office.

## **VISITORS**

Parents interested in the school's program are welcome to visit the school. Students from other schools or friends of students will not be allowed to visit while classes are in session. Upon entering the building, all visitors must secure and wear a visitor's pass. Violators will be considered as criminal trespassers and will be prosecuted accordingly.

# **STUDENT DRIVING AND PARKING OF MOTOR VEHICLES POLICY**

Limited parking facilities require that students be urged to walk or ride the bus to school. The student parking area is designated at each school. Student driven vehicles are required to be parked on school property in student designated lot(s). STUDENTS ARE NOT PERMITTED TO PARK IN THE STAFF PARKING AREA.

Driving/parking at District 215 schools is a privilege. All vehicles driven to any District 215 campus by students and parked in the student parking lot must be registered in the Deans' Office. After a vehicle is registered and a permit is issued, the permit must be displayed properly in the lower right corner of the rear window. When driving/parking on school property, students agree to avail access to vehicles upon request of the administration or security. District 215 is not responsible for damage to vehicles or theft of the contents of the vehicle.

- **ELIGIBILITY** - Students classified as seniors will have first priority for available parking permits. Because of the limited parking facilities, parking permits will be issued to seniors with a cumulative 2.0 grade point and in good disciplinary standing. Students classified as juniors will be eligible to receive parking permits on the same criteria, if space allows.
- Eligible students will be able to place their names on a waiting list in the Deans' Office once all spaces are assigned.
- Revocation of parking permits - Because driving to school is a privilege, continued good academic and disciplinary standing are required. Permits may be revoked for disciplinary infractions.

**VEHICLE REGISTRATION** - All vehicles are driven to school by “permitted” students and parked in the school parking lot must be registered in the Deans’ Office. Parking lot vehicle permits must be purchased at a cost of \$5. Students must present a valid driver’s license, their current student ID, Illinois Registration and insurance for all vehicles in order to obtain a permit. Students must also present a signed Parent Agreement form prior to receiving a permit. Students must park in the area designated by their permits. **Vehicles that are not properly registered and do not display a current permit are subject to being towed at the owner’s expense.**

- **CONSEQUENCES FOR DRIVING WITHOUT A VALID PARKING PERMIT:**
  - 1st Offense:** Warning, parent notification, and two-hour detention.
  - 2nd Offense:** Three-hour Detention and parent notification that the next offense will result in the vehicle being towed at the owner’s expense.
  - 3rd and Subsequent Offenses:** The vehicle will be towed at the owner’s expense.
- **District 215 is not responsible for loss or damage to any vehicle parked on school property and/or towed for violating the parking rules and regulations.**
- **DRIVING/PARKING VIOLATIONS** - Students who drive to school are expected to exhibit safe driving habits at all times. Speeding or reckless driving on school property will not be tolerated. All posted signs and traffic patterns must be obeyed. Students driving inappropriately, recklessly, or unsafe are subject to a detention and loss of driving privilege.
- **ARRIVAL AT SCHOOL** - All students who drive to school are expected to park properly in the designated student area and exit their vehicles immediately upon arrival. All car doors must be locked. Absolutely no cruising or loitering is permitted in the parking lot at any time. No student is permitted in the parking lot at any time during the school day (7:00 AM – 3:09 PM) without permission from the assistant principal-building support. Students observed in the school parking lot during school hours without permission may be considered truant.
- **DEPARTURE FROM SCHOOL** - Upon dismissal from school, student drivers are to enter their vehicles and are not permitted to loiter in the parking lot. Students who have not exited the parking lot prior to the departure of the school buses must allow all buses to depart before proceeding out of the parking lot. No vehicle is permitted to cut into the line of school buses at any time.
- **CENTER FOR ACADEMICS AND TECHNOLOGY PARKING REQUIREMENTS** - Students attending the Center for Academics & Technology may request authorization to park at the Center by submitting a Driving Permission Form to the Center’s principal. Disciplinary procedures for driving violations at the Center are detailed on the permission form.
- **ACCIDENTS** - Any student who has been involved in an accident or has sustained damage to his/her vehicle must report as soon as possible to the school security and/or administration.

Any vehicles parked in a fire lane or improperly parked will be ticketed and towed by either the Calumet City or Lansing police department at the owner’s expense.

# INSTRUCTIONAL TECHNOLOGY

## ACCEPTABLE USE POLICY

**Signing an acceptance for students of the Student Handbook or for staff of the Administrative Handbook of Policies and Procedures will signify that all parties agree to follow and comply with the terms and conditions of the District 215 Acceptable Use Policy for Electronic Communications.**

Access to technology available in District 215 is a privilege and not a right. Student access to all forms of technology will be monitored and restricted as determined by school personnel. Access to the Internet is part of the school's curriculum and not a public forum for general use. Parent / guardian permission is required for students to access the Internet but not to use other computers or other forms of technology.

All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

### TERMS AND CONDITIONS

**Acceptable Use** - Access to the District's electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

**Privileges** - The use of the District's electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

**Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

- a. Social networking on district networks.
- b. Waste of limited resources (including distribution of mass electronic mail messages for non-work related subjects, participation in chain letters, unauthorized user groups and storage of unauthorized data files).
- c. Using another user's account or password
- d. Posting material authorized or created by another without his/her consent.
- e. Posting anonymous messages and responding to unsolicited/anonymous online contracts
- f. Gaining unauthorized access to unapproved networks, hardware, or software. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- g. Downloading of personal software or use of personal computer equipment or personal electronic devices, regardless of whether they are copyrighted or virus protected, as well as computer software, computer equipment and electronic devices for use in curriculum related activities without authorization from the IT Department is prohibited.
- h. Downloading copyrighted material for other than personal use;
- i. Using the network for private financial or commercial gain;
- j. Wastefully using resources, such as file space;
- k. Hacking or gaining unauthorized access to files, resources, or entities;
- l. Invading the privacy of individuals,
- m. Using another user's account or password;

- n. Posting material authored or created by another without his/her consent;
- o. Posting anonymous messages;
- p. Using the network for commercial or private advertising;
- q. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
- r. Using the network while access privileges are suspended or revoked.

**Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

**No Warranties** - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

**Security** - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

**Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

**Telephone Charges** - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

**Copyright Web Publishing Rules** - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Web or on District Web sites or file servers without explicit written permission.

- a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original pro-

- ducer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
- b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
  - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
  - d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
    - e. Student work may only be published if there is written permission from both the parent/guardian and student.

**Use of Electronic Mail** - The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the School District's electronic mail system constitutes consent to these regulations.

### **Internet Safety**

Internet access is limited to only those "acceptable uses" as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in these procedures, and otherwise follow these procedures.

Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures.

Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

**2011-2012 DISTRICT-WIDE  
BELL SCHEDULE & IMPORTANT DATES**

**IMPORTANT NOTE:**

On *SCHOOL IMPROVEMENT DAYS* EVERY WEDNESDAY, students follow an abbreviated schedule listed below for Periods 1-7 and will be dismissed at 1:55 p.m.

**Daily Schedule of Class Periods – 55 Minutes**

<b>Period 0</b>	<b>7:05 – 8:00</b>
<b>Period 1</b>	<b>8:05 – 9:00</b>
<b>Period 2</b>	<b>9:05 – 10:05 (60 minutes – Announcements)</b>
<b>Period 3</b>	<b>10:10 – 11:05</b>
<b>Period 4</b>	<b>11:10 – 12:05</b>
<b>Period 5</b>	<b>12:10 – 1:05</b>
<b>Period 6</b>	<b>1:10 – 2:05</b>
<b>Period 7</b>	<b>2:10 – 3:05</b>

**School Improvement Day – 45 Minutes EVERY WEDNESDAY**

<b>Period 0</b>	<b>7:05 – 8:00</b>
<b>Period 1</b>	<b>8:05 – 8:50</b>
<b>Period 2</b>	<b>8:55 – 9:45 (50 minutes – Announcements)</b>
<b>Period 3</b>	<b>9:50 – 10:35</b>
<b>Period 4</b>	<b>10:40 – 11:25</b>
<b>Period 5</b>	<b>11:30 – 12:15</b>
<b>Period 6</b>	<b>12:20 – 1:05</b>
<b>Period 7</b>	<b>1:10 – 1:55</b>
<b>Faculty Meeting Time</b>	<b>2:00 – 3:05</b>

**IMPORTANT NOTE:**

On days listed as Special Bell Schedule students will follow a schedule as directed by school counseling staff.

**DISTRICT-WIDE TESTING**

October 7, 2011

*Special Bell Schedule*

**DISTRICT-WIDE/PSAE TESTING**

April 24, and 25, 2012

*Special Bell Schedule*

**PARENT-TEACHER CONFERENCES**

September 22, 2011

February 16, 2012

*No Classes*

**FINAL EXAMS**

December 22, and 23, 2011

May 24, and 25, 2012

*Special Bell Schedule*

**GRADUATION**

T.F. South Wednesday, May 23, 2012

T.F. North Thursday, May 24, 2012