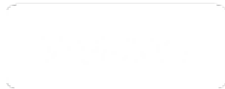




# Thornton Fractional

HIGH SCHOOL DISTRICT 215

BURNHAM • CALUMET CITY • LANSING • LYNWOOD



## Student Handbook

2019 -2020





## STUDENT HANDBOOK ACCEPTANCE FORM

This is to acknowledge that a copy of the Student Handbook has been made available to my family, via the school website ([www.tfd215.org](http://www.tfd215.org)). I understand that I can access general school information, policies, and the Student Behavior Code at any time and that, as a student, it is my responsibility to access and 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 at any time I may request a hard copy of the Student Handbook.

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:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Student Name:** \_\_\_\_\_  
(Signature) (Print Name)

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

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

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Parent/Guardian Name:** \_\_\_\_\_  
(Signature) (Print Name)

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



## MEDIA CONSENT AND RELEASE AGREEMENT FORM

### 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 compensation 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)



Dear Students and Family,

On behalf of the entire Thornton Fractional Township High School District 215 community, including our Board of Education, campus administrators, teachers and staff, welcome back or simply, welcome! We are excited about this upcoming school year and hope you will join us in this excitement.

Our handbook is multifaceted in that you will find student rights, responsibilities, and expectations specific to our student code of conduct and policies and procedures for the 2019-20 school year.

It is important that in addition to reading the handbook in its entirety, that everyone understands the policies and expectations outlined in this handbook. Should there be any additional changes to these policies, and or expectations, you will be notified.

Finally, we recognize that parental and family involvement are essential to the success of every child in our school district. Thus, we remain committed to creating a welcoming environment for all families. Please do not hesitate to reach out to your child's teachers and administrators and explore our district website to learn more about the great things occurring in Thornton Fractional High School District 215 and how you can engage in our school activities.

Again, welcome! We look forward to a phenomenal school year!

Educationally Yours,

A handwritten signature in black ink, appearing to read 'Teresa A. Lance'.

Teresa A. Lance, Ed.D.  
Superintendent



Thornton Fractional  
HIGH SCHOOL DISTRICT 215  
BURNHAM • CALUMET CITY • LANSING • LYNWOOD

**STUDENT HANDBOOK, 83<sup>RD</sup> EDITION  
2019 - 2020 SCHOOL YEAR**

**BOARD OF EDUCATION**

**EMAIL**

Mr. Michael Bolz .....	President.....	mbolz@tfd215.org
Ms. LeeAnn Revis .....	Vice President .....	lrevis@tfd215.org
Mrs. Patricia Stepp .....	Secretary.....	pstepp@tfd215.org
Mr. Richard Dust.....	Member.....	rdust@tfd215.org
Ms. Morgan Waller.....	Member.....	mwaller@tfd215.org
Ms. Rita Oberman.....	Member.....	roberman@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 of Northwest Indiana* and *Southtown Star*, 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 APP:** Download The District App (Thornton Fractional District 215) to receive daily push notifications and access to school information.

**DISTRICT ADMINISTRATION**

18601 Torrence Avenue  
Lansing, IL. 60438

Superintendent.....	Dr. Teresa Lance.....	585-2301
Assistant Superintendent of Teaching and Learning.....	Mr. Michael Fies.....	585-2388
Assistant Superintendent of Student Services.....	Dr. Rena Whitten.....	585-2312
Director of Information Technology.....	TBD.....	585-2377
Assistant Superintendent of Finance and Operations .....	Mr. Charles DiMartino.....	585-2334
Executive Director of Human Resources.....	Ms. April Jerger.....	585-2310

**CENTER FOR ACADEMICS AND TECHNOLOGY**

1605 Wentworth Avenue  
Calumet City, IL. 60409

**CENTER FOR ALTERNATIVE LEARNING**

1601 Wentworth Avenue  
Calumet City, IL. 60409

Principal.....	Mr. John Robinzine.....	585-2378
Assistant Principal.....	Ms. Lisa Bouler Daniels.....	585-2393
Assistant Principal .....	Ms. Dawn Walker.....	585-9402

**IMPORTANT PHONE NUMBERS CAT**

Attendance.....	585-2366
Counselor.....	585-2346
Dean .....	585-2314
Main Office .....	585-2353
School Health Assistant .....	585-2355

**IMPORTANT PHONE NUMBERS CAL**

Attendance.....	585-9409
Counselor.....	585-9417
Main Office.....	585-9401
School Health Assistant .....	585-2355

**THORNTON FRACTIONAL NORTH HIGH SCHOOL**

755 Pulaski Road  
Calumet City, IL 60409

Principal.....	Mr. Brian Rucinski.....	585-1001
Assistant Principal.....	Ms. Kerry Schuldes.....	585-1002
Assistant Principal.....	Mr. Ray Williams.....	585-1003
Assistant Principal.....	TBD.....	585-1004
Athletic Director .....	Mr. Omari Garrett.....	585-1027
Activities Director.....	Mr. Michael Kawa .....	585-1028

**IMPORTANT PHONE NUMBERS**

Attendance.....	585-1007
Counselors.....	585-1008
Dean.....	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 .....	Mr. Jacob Gourley .....	585-2006
Assistant Principal.....	Ms. Becky Szuba.....	585-2008
Assistant Principal.....	Mr. John O'Rourke .....	585-2025
Assistant Principal.....	Mr. Mychael Webb.....	585-2039
Athletic Director .....	Mr. Marc Brewe .....	585-2063
Activities Director .....	Ms. Nicole Streit .....	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 District 215 mission is to provide diverse learning opportunities that inspire all students to become life-long learners who contribute to their community. With this in mind, all students should select the most challenging program for their ability. Students will develop a Four-Year Academic Plan. The Four-Year Academic Plan should be developed through discussions among the student, parent/guardian, faculty and counselor. The student's Four-Year Academic Plan will serve several goals:

1. Students and their parent/guardians 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. As a general rule If students fail the first semester of a year-long course, they will continue in the course second semester and have the opportunity to earn one half (.50) credit upon successful completion of coursework second semester.
3. Other Means to Earn Credit:
  - A. Credit Recovery
  - B. Summer School
  - C. Virtual Success Academy
  - D. Score of B or better on the 8<sup>th</sup> grade Proficiency Exams approved by the district: 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.
  - E. Correspondence Study under the following conditions:
    - (1) The counselor must approve the course prior to student's registration.
    - (2) 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. College-level course work under the following conditions:
    - (1) 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.
    - (2) 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.

### CURRICULUM & INSTRUCTION

Effective with the incoming 9<sup>th</sup> grade class of the 2012-2013 school year, graduation from a Thornton Fractional Township High School will require that a student successfully complete 23 credits.

English .....	4 credits
Social Studies .....	3 credits
Science .....	2 credits
Math .....	3 credits
P.E. ....	3.5 credits
Health .....	0.5 credits
Electives .....	7 credits
<b>Total Required.....</b>	<b>23 credits</b>

Of the 23 minimum credits required for graduation, 19 credits must be in courses other than Physical Education and Driver Education. Students must enroll in P.E. each semester during the regular school year unless they are enrolled in Driver Education, Health or have received a valid P.E. waiver.

In addition to the above requirement, a student must:

- Pass the U.S. and Illinois Constitution exam

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

Student athletes must take and pass a minimum of five classes during the time they participate in an extracurricular activity. Failure to pass five classes at the end of a semester will make students ineligible for the whole next semester. Failure to comply with this rule during a semester will cause students to become ineligible to participate in any athletic/extracurricular activity program until they demonstrate that they are passing the five courses. Grades will be checked weekly starting at the end of the 3<sup>rd</sup> week of each semester.

In addition, students must maintain a GPA of 2.0 at the end of the 1<sup>st</sup> and 3<sup>rd</sup> grading periods 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 achieve a 2.0 GPA at the end of the 1<sup>st</sup> and 3<sup>rd</sup> quarter will result in the student being ineligible until he/she has raised the cumulative GPA for the current semester to a 2.0 GPA or higher. The student will be ineligible for a minimum of 1 week and must attend homework center. Failure to achieve a 2.0 GPA at the end of a semester will result in the student being ineligible for a minimum of 3 weeks. If after the three-week period, the student is achieving a cumulative GPA for the current semester of 2.0 or higher, the student is achieving a cumulative GPA for the current semester of 2.0 or higher, the student will regain their eligibility.**

### **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.

### **ACCELERATED PLACEMENT PROGRAM**

The Accelerated Placement Program (APP) places qualified students in an educational setting that includes curriculum usually reserved for students who are older or in higher grades than the student. Parents/Guardians and students who are interested in this program should contact the students' Guidance Counselor.

### **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 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.

### **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, parent/guardians 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.



### CREDIT CLASSIFICATION OF STUDENTS

- 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

Dropping Courses: Up to the first ten days of a semester, a student may drop a course and transfer to another course with parent/guardian permission, teacher consultation and approval by the Principal or designee pending availability in other courses.

### 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.

### GRADE POINT AVERAGE (GPA)

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

### GRADE SCALE

<u>Grade</u>	<u>AP</u>	<u>Honors</u>	<u>Regular</u>
A	4.8	4.4	4.0
B	3.6	3.3	3.0
C	2.4	2.2	2.0
D	1.2	1.1	1.0
F	0.0	0.0	0.0

### GRADING SYSTEM

Grading System

1. Grade Reports - Student grade reports are issued at the end of each nine-week period. The semester grade is the only grade recorded on student's permanent record. Semester grades are to be based on averaging 40% for each grading period and 20% for the final examination. **Note: See #4 – PSAE Incentive**

Grading Scale:

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

2. Grades

- 4 = A
- 3 = B
- 2 = C
- 1 = D
- 0 = F

Other grades that may be given include:

- Medical
- Withdrawn
- Pass
- Incomplete

3. Weighted Credit

A weighting multiplier is used in calculating rank-in-class (see E):

Advanced Placement Courses	1.2
Honors Courses	1.1
Regular Courses	1.0

#### Honor Roll with High Distinction

- A 4.00 grade point average or higher
- No failing course grades
- Enrolled in five or more academic credit courses

#### Honor Roll with Distinction

- A 3.50 - 3.99 grade point average
- No failing course grades
- Enrolled in five or more academic credit courses

#### Honor Roll

- 3.00 - 3.49 grade point average
- No failing course grades
- Enrolled in five or more academic 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. Parent/guardians 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. Parent/guardians should contact the Homeless Liaison 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. 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**

The LRC hours are as follows: T.F. South 8:00 am - 4:30 pm and T.F. North 8:00 am – 4:30 pm. Rules for use of books and materials are listed in the Learning Resource Center handbook, which may be obtained from the librarian. Students will be charged a replacement fee based on the value of the book for materials not returned by the end of the school year. All library fines and fees will be added to the student's account.

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 parent/guardians 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/guardian 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. (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 parent/guardians live unless the parent/guardians 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 document and provide a registered birth certificate of the child and proof of completion of eighth grade curriculum.

If the adult registering the child is not the parent/guardian, proof of the transfer of custody 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.

#### **Proof 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:

**A driver's license or State ID showing a District 215 address must be provided by all**

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

~ A homeowner's warranty deed, trustee's deed  
or real estate tax bill, mortgage\*

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

~ Home/apartment insurance bill or policy  
~ Current Gas 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\*\*
- ~ Current Electric Bill
- ~ Village water bill
- ~ Vehicle registration card
- ~ Public Aid Card (if applicable)

\* If registrant is living with another household, the homeowner must provide a driver's license or State ID, one item from Category I, two items from Category II and the signed District 215 Affidavit Form for Persons Seeking to Enroll a Student While Living with a District resident.

Homeless Children shall not be denied or have their enrollment process delayed for failure to produce any of the necessary documents.

**District 215 Residency Hotline                      708-585-9720**

District 215 maintains a Residency Hotline which may be contacted 24 hours a day. Parent/guardians 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. Parent/guardians' 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 salutarian 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.

**SEX OFFENDER REGISTRATION ACT**

Public Act 94-0994, which was passed by the State of Illinois General Assembly, amends the **Sex Offender Registration Act** and requires school districts to notify parents that information about sex offenders is available to the public as provided for in the Act. The web site for the **Illinois Sex Offender Registry** is: <http://www.isp.state.il.us/sor/>. Click on "I Agree" at the bottom of the page to access the search page. To view a map of registered sex offenders, please go to: <http://www.familywatchdog.us/>

**STUDENT INSURANCE**

The school cannot be held responsible for accidents to students during the school year. In order to relieve the student and parent/guardians 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 parent/guardians.

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**

A full-time student is required to be enrolled in (6) courses per grade level each semester, plus lunch, unless a variation is requested in writing by his/her parent/guardians, subject to the approval of the principal in writing. A full-credit course is one which meets one class period per day, five days each week, for the semester and for which the student receives **one-half** credit.

**SCHOOL FEES**

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 and/ or reduce 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 and/ or reduce 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 extracurricular events until fees are paid or payment arrangements have been made. A graduate will not receive a diploma until all fees are paid. 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/guardian 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 driver's 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 will be charged for each transcript. Requests for official transcripts should be made using the online portal located on our website.

### **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/guardian.
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 (N), South (S), or the Center for Academics and Technology (C), Center for Alternative Learning (CAL).

The student programs are divided into four areas:

Campus	Category I – Performance
N S	Scholastic Bowl # ●
N S	Chess # ●
N S	Drama
N S	Group Interpretation # ●
N S	Mathletes # (remove IHSA indicator) ●
N S	Speech # ●
N S	Instrumental Music # ●
N S	Choral Music # ●
S	Contest Play # ●
Campus	Category II - Co-Curricular
N S	Newspaper # ●
N S	Yearbook # ●
C	CAD Club
N S	CWT
C	Auto Mechanics
C	Auto Collision
Campus	Category III - Special Interest
N	Freshman Class
S	Freshman / Sophomore Class
N	Sophomore Class
N S	Junior Class
N S	Senior Class
S	Art Club ●
S	Drama Club
N S	Creative Arts / Literary Magazine ●
N S	Environmental / Science ●
N S	TV Production
N	Power lifting
N	Monogram
N S	Student Council ●
N S	NHS ●
S	Pep Club
N S	SADD
S	Foreign Language / Cultural Exploration
N S	Best Buddies
N S	History Club
S	GSA Gay Straight Alliance
N S	Peer Mediators
S	Friends of Rachel
N S	Mock Trial Team
S	Science/Forensics
Campus	Category IV – 2 Years
N	Visual Arts ●
S	Girls Club

● SSC Conference Required      # IHSA Competition

## 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>		T. F. North	<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)		Dance	Volleyball
Golf	Dance			
<u>Boys</u>		T. F. South	<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)		Dance	Volleyball
Golf	Dance			

## ATHLETIC ELIGIBILITY REQUIREMENTS

### 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.

### ALL STAR PARTICIPATION:

1. After you have completed your high school eligibility for football, basketball, soccer or volleyball, you may participate in three (3) all-star contests 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 Illinois High School Association 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.

### 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 \$75 fair market value. There is no limitation on the value of your school letter.
3. 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.

### 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 parent/guardians, 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.
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.

**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.

**PARTICIPATION LIMITATIONS:**

1. After becoming a student in ninth (9th) grade, the student shall not be eligible for more than four (4) consecutive school years of competition in any sport.
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.

**PARTICIPATION UNDER AN ASSUMED 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.

**PARTICIPATION LIMITATIONS:**

1. After becoming a student in ninth (9th) grade, the student shall not be eligible for more than four (4) consecutive school years of competition in any sport.
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.

**INDEPENDENT TEAM 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 participate on, practice with, or compete on any junior college, college or university team during your high school career.

#### **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 perspective 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.

#### **RESIDENCE:**

Your eligibility is dependent on the location of the residence where you live full time with your parent/guardians, parent/guardian who has been assigned custody by the court, or court appointed legal guardian. Residency arrangements not previously approved, 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 parent/guardians; 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

#### **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.

#### **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

## 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. **After the official start date of and IHSA sport season** for the current school year, if a student changes attendance from that high school to another high school, the student shall be ineligible for the remainder of the school year in any sport in which he/she participated or was participating in a practice interscholastic contest in the current school year at the school from which the transfer occurs; or  
Once classes begin in a school for the current school year, if a student changes attendance from that high school to another high school, the student shall be ineligible for a period of thirty days, commencing on the first day of attendance at the new high school, in any sport in which he/she was not participating or had not participated during the current school year at the school from which the student transferred.
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.

## 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.

## **ATHLETIC/ACTIVITY EXTRACURRICULAR PLEDGE**

1. **Academic Eligibility:** I understand that to be eligible for athletics/activities, I must pass five classes the previous semester. If not, I will be ineligible for the next whole semester. Also, I must maintain passing grades in five classes on a weekly basis. In addition, I must maintain a GPA of 2.0 at the end of the 1st, 2nd, 3rd and 4th Nine week grading periods and at the conclusion of the 1st and 2nd semester in order to participate on an athletic team or extra-curricular club/organization. Failure to comply with this will cause me to become ineligible to participate in athletics/activities (i.e., athletic events-games, state band competition, club meetings, etc.). Failure to achieve a 2.0 GPA at the end of the 1st and 3rd quarter will result in me being ineligible until I have raised my cumulative GPA for the current semester to a 2.0 GPA or higher. I will be ineligible for a minimum of 1 week and must attend homework center. Failure to achieve a 2.0 GPA at the end of a semester will result in me being ineligible for a minimum of 3 weeks. If after the three-week period, I am achieving a cumulative GPA for the current semester of 2.0 or higher, I will regain my eligibility. During the week(s) I am ineligible, I must attend a mandatory study hall established to help with academics. I will be required to attend the homework session that has been established for Monday, Tuesday and Thursday from 3:30p.m. to 4:30p.m. Any missed study sessions must be made up before I can once again become eligible.
2. **Alcohol & Tobacco Products:** I understand that if I use, possess, or sell any alcohol or tobacco product, I will be suspended from athletics/co-curricular activities for ten consecutive days. A repetition of such an incident will result in my suspension from all athletics/co-curricular activities for the remainder of the school year.
3. **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 a co-curricular review board designated by the Principal.
4. **Awards:** I understand that awards for athletics/co-curricular activities may be withheld, refused or cancelled, if I do not follow all the rules and regulations for a particular athletic/co-curricular activity, including these rules.

5. **Destruction or Damage of Property:** I understand that any destruction or damage of property associated with a school activity or an athletic/co-curricular activity will result in my suspension for a minimum of ten consecutive days as well as payment of damages. A second such incident, or first if aggravated, will result in my suspension from all athletics/co-curricular activities for the remainder of the school year as well as requiring me to pay for damages and restitution.
6. **General Habits and Conduct:** I understand that by taking part in the athletic /co-curricular 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/co-curricular activities and that I should be committed to being a model student athlete/participant. I understand that athletics/co-curricular 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 are just as important and the hardest to develop.
7. **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 until released by my physician.
8. **Participating in One Athletic/Co-curricular Activity:** I understand that I should show loyalty to my athletic/co-curricular activity and coach/sponsor and fellow students by completing the season. If I quit an athletic/co-curricular activity during the season, without reasonable and approved cause, I cannot participate in another athletic/co-curricular activity unless the Athletic/Activity Director gives written permission.
9. **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 participating in an athletic/co-curricular activity, I allow my physician(s) to release any information about my health condition and/or treatment to the school.
10. **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 athletic/co-curricular activities for the remainder of the school year.
11. **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.
12. **School Infraction:** Any school infraction which results in suspension from school will require that I be suspended from all athletics/co-curricular activities at least until I am properly reinstated in a timely fashion in school.
13. **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 of 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.
14. **Stealing:** I understand that if I am involved in stealing of any nature, I will be suspended from athletics/co-curricular 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/co-curricular activities for the remainder of the school year as well as being required to make restitution for anything stolen.
15. **Team/Activity Rules:** I understand that if I violate specific approved and distributed athletic/co-curricular activity rules other than those stated in this pledge, it will be handled by the coach/sponsor in charge of the athletic/co-curricular activity.
16. This athletic/co-curricular activity pledge will affect my participation in a particular athletic/co-curricular activity for the entire school year.
17. I may not participate in any athletic/co-curricular activity until signed copies of this pledge and any athletic/co-curricular activity rules governing my conduct are on file with the Athletic/Activity Director.

## NCAA ELIGIBILITY CENTER QUICK REFERENCE GUIDE



### DIVISIONS I AND II INITIAL-ELIGIBILITY REQUIREMENTS

#### ACADEMIC REQUIREMENTS

To play sports at a Division I or II school, you must graduate from high school, complete 16 NCAA-approved core courses, earn a minimum GPA and earn an ACT or SAT score that matches your core-course GPA

#### CORE COURSES

VISIT [ELIGIBILITYCENTER.ORG/COURSELIST](http://ELIGIBILITYCENTER.ORG/COURSELIST) FOR A FULL LIST OF YOUR HIGH SCHOOL'S APPROVED CORE COURSES.  
**COMPLETE 16 CORE COURSES IN THE FOLLOWING AREAS**

**NCAA Division I requires completion of 10 NCAA core courses (including seven in English, math or natural/physical science, before your seventh semester. :**

- 4 years of English.
- 3 years of mathematics (Algebra I or higher).
- 2 years of natural/physical science (1 year of lab if offered by high school).
- 1 year of additional English, mathematics or natural/physical science.
- 2 years of Social Science.
- 4 years of additional courses (from any area above, foreign language or comparative

**NCAA Division II currently requires:**

- 3 years of English.
- 2 years of mathematics (Algebra I or higher).
- 2 years of natural/physical science (1 year of lab if offered by high school).
- 3 year of additional English, mathematics or natural/physical science.
- 2 years of Social Science
- 4 years of additional courses (from any area above, foreign language or comparative

#### TEST SCORES

Take the ACT or SAT as many times as you want before you enroll full time in college, but remember to list the NCAA Eligibility Center (code **9999**) as a score recipient whenever you register to take a test. If you take a test more than once, send us all your scores and we will use the best scores from each test section to create your sum score. We accept official scores only from the ACT or SAT, and won't use scores shown on your high school transcript.

#### SLIDING SCALE

Divisions I and II use sliding scales to match test scores and GPAs to determine eligibility. The sliding scale balances your test score with your GPA. If you have a low test score, you need a higher GPA to be eligible. Find more information about sliding scales at [ncaa.org/student-athletes/future/test-scores](http://ncaa.org/student-athletes/future/test-scores).

#### GRADE-POINT AVERAGE

THE NCAA ELIGIBILITY CENTER CALCULATES YOUR GRADE-POINT AVERAGE (GPA) BASED ON THE GRADES YOU EARN IN NCAA-APPROVED CORE COURSES.

- DI REQUIRES A MINIMUM 2.3 GPA.
- DII REQUIRES A MINIMUM 2.2 GPA

## Concussion Policy:

- **Definition of Concussion**

A concussion is an injury to the brain that results in a temporary loss in brain function. A concussion can be caused by either a direct blow to the head, neck, face or somewhere else on the body that causes force to be transmitted to the head. It is also characterized by the rapid onset of cognitive impairment. In some cases, symptoms and signs may evolve hours after initial injury. A concussion may result in neuropathological changes, but abnormality is often not seen on standard imaging studies. The effect of a concussion can vary from student to student with a graded set of symptoms that may or may not involve a loss of consciousness. Recovery time can vary greatly from case to case, but typically lasts from 1-4 weeks if the process of treatment and recovery is managed well.

After sustaining a concussion a student may experience different kinds of symptoms. The symptoms ~~are~~ can be classified into four main types: cognitive, physical, emotional and sleep. Every student is unique and their symptoms of concussion will also be unique, including some or even all of the symptoms as defined in the chart below. It is the job of the Concussion Management Team (comprised of TFD 215 staff, local medical professionals and the family) to work with the student to identify and manage the symptoms so that the concussion will resolve quickly and comfortably.

- **Symptoms Associated with Concussion**

Cognitive	Physical	Emotional	Sleep
Feeling Mentally Foggy	Headache	Irritability	Drowsiness
Difficulty Concentrating	Nausea/Vomiting	Sadness	Sleeping Less Than Usual
Difficulty Remembering	Balance Problems	More Emotional	Sleeping More Than Usual
Repeats Questions	Numbness/Tingling	Nervousness	Trouble Falling Asleep
Feeling Mentally Slowed Down	Sensitivity to Light/Noise		
Forgetful of Recent Information	Dizziness		
Confused About Recent Events	Dazed or Stunned		
Answers Questions Slowly			

- **Key Concepts and Terms**

Key Concepts	
<b>Return to School</b>	A general concept that means that the student is <i>free from all symptoms</i> during academic and sports activities <i>and</i> normal routines are reestablished
<b>Return to Learn</b>	Goal of full academic activities with no symptoms
<b>Return to Play</b>	Goal of full academic and physical/sports activities with no symptoms
<b>Cognitive Activity</b>	Any activity that involves mental stimulation; includes social interactions, reading, video games, television, writing, music
<b>Cognitive Rest</b>	Limited cognitive activities to prevent symptoms from surfacing
<b>Tolerance of Activities</b>	Tolerating certain activities post-concussion means participating without <i>exacerbating</i> symptoms

- **Returning to School**

Returning to School is a concept that goes beyond the student just attending school, or going back to school after a day of rest. A full return to school means that the student is symptom free for at least 12-24 hours from any symptoms caused by academic, cognitive, emotional or physical activity. There are two main components for a full Return to School: Return to Learn and Return to Play.

- **Return to Learn (RTL) and Return to Play (RTP)**

Return to Learn (RTL) is the gradual process of recovery and reentry to academic studies following concussion, while Return to Play (RTP) is the process of returning to athletic activities post-concussion. Although the concept of RTP may be more widely known, **Illinois Public Act 099-0245** states that a protocol for RTP and RTL needs to be established within all schools. Furthermore, a student cannot return to the classroom until the RTL protocol has been met and cannot return to interscholastic athletics unless both protocols have been met (regardless if the concussion took place within the school setting or during interscholastic athletic activities). These protocols are meant to protect students and if strictly followed, have been successful for preventing future injury and excessive time spent out of school and sports.

- **Academic Accommodations for Post-Concussion**

For students returning to school post-concussion, academic accommodations may help in reducing the cognitive load and facilitating the Return to Learn. Adjustments made to the school schedule, work assignments, and how information is presented will help optimized recovery time and minimize post-concussion symptoms. Below are various school accommodations that may benefit students during recovery.

- **Attendance**
  - No school for \_\_\_\_ school day(s)
  - Part time attendance for \_\_\_\_ school day(s) as tolerated
  - Full school days as tolerated
  - Tutoring homebound/in school as tolerated
  - No school until symptom free or significant decrease in symptoms
- **Breaks**
  - Allow student to go to the nurses' office if symptoms increase
  - Allow student to go home if symptoms do not subside
- **Visual Stimulus**
  - Allow student to wear sunglasses in school
  - Pre-printed notes for class material or note taker
  - No smart boards, projectors, computers, TV screens, or other bright screen
  - Enlarge font when possible
- **Auditory Stimulus**
  - Allow student to leave class 5 minutes early to avoid noisy hallway
  - Lunch in a quiet place
  - Audible learning (discussion, reading out loud, text to speech programs)
- **Workload/Multi-tasking**
  - Reduce overall amount of make-up work, class work, and homework when possible
  - No homework
  - Limit homework to \_\_\_\_ minutes a night
  - Prorate workload when possible
- **Testing**
  - No testing
  - Extra time to complete tests
  - No more than one test a day
  - Oral testing
  - Open book testing
- **Physical Exertion**
  - No physical exertion/athletics/gym
  - Begin Return to Play guidelines prior to returning to gym or athletics

- **Guidelines for Return to Learn**

Below is a table outlining stages of recovery that help a student with a concussion balance rest and tolerance of activities. The athletic and medical teams work together through all stages of Return to Learn. The Guidelines for Return to Learn can also be found on the District 215 website.

Stage	Activity	Next Steps
1. No school/limited cognitive activity	Cognitive rest and good sleep	Able to tolerate activities without symptoms for 12-24 hours? <b>Yes-</b> Continue to stage 2 <b>No- Continue rest and monitoring</b>
2. Gradual reintroduction of daily activities; "not too much, not too little"	Slowly lift previous restrictions on activities and add them back for short periods of time (5-15 minutes at a time)	Able to tolerate activities without symptoms for 12-24 hours? <b>Yes-</b> Continue to stage 3 <b>No- Return to stage 1</b>
3. Cognitive tasks at home	Assignments, Reading, screen time, on devices in longer increments (20-30 minute increments) of homework at home	Able to tolerate activities without symptoms for 12-24 hours? <b>Yes-</b> Continue to stage 4 <b>No- Return to stage 2</b>
4. Modified (if applicable) school return	Flexible school schedule with accommodation after 1-2 cumulative hour (20-30-minute increments) of homework at home	Able to tolerate activities without symptoms for 12-24 hours? <b>Yes-</b> Continue to stage 5 <b>No- Return to stage 3</b>
5. Full reintegration into school	Increase to full day of school (without physical education) and include accommodations	Able to tolerate activities without symptoms for 12-24 hours? <b>Yes-</b> Continue to stage 6 <b>No- Return to stage 4</b>
6. Resume pre-injury school schedule and activities	*Resume full academic/cognitive workload adjustments (or return to normal, pre-injury scheduling)	Able to tolerate activities without symptoms for 12-24 hours? <b>Yes-</b> Continue with stage 6 and begin <i>Return to Play</i> guidelines if returning to athletic/physical education activities <b>No- Return to stage 5</b>

- **Student Athletes and Return to Play**

Once students can tolerate all pre-injury academic activities and schedules, they may then consider returning to athletic activities. The RTP protocol outlines special considerations for students and student-athletes returning to physical activities and sports activities and further explains the concept of Return to Play. The athletic and medical teams are primarily responsible for monitoring the RTP protocol and also return to PE or other organized physical activities. *A copy of the Guidelines for Return to Play can be found on the District 215 website.*

Stage	Activity	Next Steps
1. Complete Guidelines for Return to Learn	Resume full academic/cognitive workload without adjustments (or return to normal, pre-injury, scheduling)	Able to tolerate activities without symptoms for 12-24 hours?  <b>Yes-</b> Continue to stage 2 <b>No-</b> Return to stage 5 of Return to Learn
2. Light aerobic exercise	Walking, swimming, stationary cycling (Heart rate: <70% for 15 mins)	Able to tolerate activities without symptoms for 12-24 hours?  <b>Yes-</b> Continue to stage 3 <b>No-</b> Return to stage 1 with physical rest and monitoring
3. Sport specific exercise	Skating drills, running drills, cycling (Heart rate: <80% - 45 mins)  <b>*NO head impact activities</b>	Able to tolerate activities without symptoms for 12-24?  <b>Yes-</b> Continue to stage 4 <b>No-</b> Return to stage 2 and monitoring
4. Non-Contact training drills	Progress to complex training drills, resistance training, increased exercise, coordination, and attention (Heart rate: <90% - 60 mins)	Able to tolerate activities without symptoms for 12-24 hours?  <b>Yes-</b> Continue to stage 5 <b>No-</b> Return to stage 3 and monitoring
5. Full Contact Practice with Caution	With medical clearance, return to normal training activities	Able to tolerate activities without symptoms for 12-24 hours?  <b>Yes-</b> Continue to stage 6 <b>No-</b> Return to stage 4
6. Resume pre-injury athletic activities	Normal game play with monitoring and increased awareness of further injury	Able to tolerate activities without symptoms for 12-24 hours?  <b>Yes-</b> Continue to stage 6 and normal scheduling/activities <b>No-</b> Return to stage 5

- **Clearance to Play and Required Forms**

The Illinois High School Association (IHSA) Post-Concussion Form needs to be completed by a physician, parent/guardian, and the student as part of clearance to return to Play. Final clearance and Return to Play will be the decision of the team Physician of the respective school and/or the Athletic Trainer of that school. Furthermore, TFD 215 Athletic Trainers and administration reserve the right to exclude any student-athlete from participation in sport *in any capacity* and recommend specific academic accommodations until the student-athlete has completed all requirement of the TFD 215 Concussion Protocol.

- **Further Considerations for Students and Student-Athletes:** The Concussion Management Team (CMT) will assist students in receiving support through the appropriate resources at their respective schools. Recommendations regarding altering and/or limiting schoolwork, allowing breaks throughout the day, and excused absences will be made by the CMT and District 215 on a case-by-case basis. Student-athletes that have been diagnosed with a concussion are to be removed from any and all physical activity and activities that exacerbate symptoms, including but not limited to: show choir, band, and P.E. class. Students will be allowed to visit the school nurse to rest when symptoms are active during the school day. Ongoing monitoring and reassessment of activities will be made based on present symptoms and individual progress.



## **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 parent/or guardian 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**

Parents 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/or guardian 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.

### **FEDERAL GUIDELINES**

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

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

#### **The Nondiscrimination Coordinator and Complaint Managers for District 215:**

John Robinzine, Principal - 1605 Wentworth Ave, Calumet City, 708-585-2380

Dr. Rena Witten, Assistant Superintendent of Student Services –18601 Torrence Ave, Lansing, 708-585-2312

### **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**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

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

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. The District charges \$.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.

- 2. The right to request removal from the student's academic transcript one or more scores received on college entrance examinations.**

A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these

scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

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

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

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

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

**5. The right to prohibit the release of directory information.**

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

**Name / Address / Gender / Grade level / Birth date and place**

Parent/guardian names, addresses, electronic mail addresses, and telephone numbers Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs Academic awards, degrees, and honors. Information in relation to school-sponsored activities, organizations, and athletics Major field of study and Period of Attendance in school.

**Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.**

**6. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.<sup>1</sup>**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parent/guardian, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the building principal.

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

**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 student's 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 AND ADULT) 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.

#### **PESTICIDE APPLICATION NOTICE**

Before pesticides are used on District premises, the superintendent or designee shall notify employees and parents/guardians of students at least four business days before application.

#### **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. Independent study or correspondence courses are also fee/tuition based options available at cost to the student.

#### **SCHOOL NURSE**

##### **Immunization Requirements**

##### **Important Notice to Parents:**

*All students are required by Illinois School Code section 27-28, to submit to the school a completed physical and immunization records **before entering the ninth grade** and at the **time of enrollment** into an Illinois high school. The physical and immunization history may be submitted to the School Nurse anytime between January 1<sup>st</sup> and June 1<sup>st</sup> and at book pick-up. **Incoming freshman and new students will not be allowed to attend school or participate in book pick-up unless their completed physical and immunization records are turned in.** If needed, you can obtain a copy of your student's immunization records from the junior high school nurse before eighth grade graduation.*

**To be in compliance for admission to high school the student must have:**

##### **A complete physical examination:**

- a. Physical results must be recorded on the **current Illinois State Certificate of Child Health Examination** form.
- b. The physical form must be signed and dated by a **licensed physician (MD or DO) (APN – Advance Practice Nurse or PA – Physician Assistant)**
- c. The physical must be **completed less than one year prior to Sept. 1<sup>st</sup>** of the year the student enrolls in high school.
- d. The **bottom portion of the physical dealing with eligibility** for Physical Education and sports must be completed by the physician, APN or PA.
- e. The **Health History** portion **must be completed and signed by the parent or guardian.**
- f. The **diabetes risk assessment** must be documented by examining physician, APN or PA.

##### **A complete and updated immunization history:**

The immunization section of the physical must be *signed and dated by a Licensed and Health Care Giver.*

##### **Immunization records must include:**

- **Tdap-** Beginning fall of 2013 **ALL** students entering, advancing, or transferring into 6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>, 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grades will be required to show proof of receipt of **one dose of Tdap** (defined as tetanus, diphtheria, acellular pertussis) vaccine regardless of the interval of the last **DTaP, DT or Td** dose.
- **At least three (3) Polio vaccines**, with last dose qualifying as a booster and given on or after the fourth birthday. Minimum interval between series and booster in 6 months.
- **Two (2) doses of the Measles vaccine.** The first dose must be given on or after the first birthday, and the second dose must be given no less than 4 weeks (28 days) after the first dose.
- **Two (2) doses of the Mumps vaccine.** The first dose on or after the first birthday, and the second dose on less than 4 weeks (28 days) after the first dose.
- **Two (2) doses of the Rubella vaccine.** The first dose on or after the first birthday, and the second dose no less than 4 weeks (48 days) after the first dose.

- **Three (3) doses of Hepatitis B vaccine**-at appropriate intervals of at least 4 weeks (28) between 1<sup>st</sup> and 2<sup>nd</sup> dose, at least 2 months (56 days) between 2<sup>nd</sup> and 3<sup>rd</sup> dose, and at least four months between dose 1 and 3.
- **Varicella (Chicken Pox)**-one or more doses on or after the first birthday. **Beginning with the school year 2014-2015**, any child entering the **ninth grade** shall show proof of having received **two doses** of the Varicella vaccine. The first dose on or after the first birthday and the second dose no less than 4 weeks (28 days) after the first dose-or statement from Health Care Provider verifying disease history or laboratory evidence of Varicella immunity.
- **Meningococcal Disease-Beginning with the school year 2016-2017**, any child entering the **12th grade** shall show proof of having received **two doses** of meningococcal conjugate vaccine **prior** to entering the **12<sup>th</sup> grade**. The minimum intervals for administration are as follows: The first dose must be received on or after the 10<sup>th</sup> birthday; the second dose at least eight weeks after the 1<sup>st</sup> dose. If the first dose is administered when the child is 16 years of age or older, only one dose is required.

**Dental examination is strongly recommended, but is not a requirement at this time.**

Cook County Department of Public Health – 708-232-4500

**Asthma**

In accordance with Public Act 099-0843, Thornton Fractional Township High School District 215 is requesting the parent/guardian of a student with an asthma diagnosis to submit an Asthma Action Plan completed by the student’s healthcare provider to the Nurse’s Office of their child’s school. The Asthma plan provides the school with detailed instructions on how to treat and/or control your child’s Asthma symptoms and should be written and developed by your child’s medical provider. The plan must be submitted annually and will be kept in your child’s student health file.

Public Act 099-0843 also requires school districts to adopt an “Asthma Emergency Response Protocol” which are procedures designed to guide school staff in assisting students who are experiencing asthma related symptoms. Both the *Asthma Action Plan* and the *Asthma Episode Emergency Response Protocol* can be found on the Thornton Fractional Township High School District 215 website. Please contact the school nurse at your child’s school for assistance with this matter.

School Nurse/School Health Assistant Contact Information:

Thornton Fractional North - Ms. Gretchen Hogan	Email: <a href="mailto:ghogan@tfd215.org">ghogan@tfd215.org</a>	(708) 585-1011
Thornton Fractional South – TBD		(708) 585-2050
The Center for Academics and Technology– Ms. Kristi Smith	Email: <a href="mailto:ksmith@tfd215.org">ksmith@tfd215.org</a>	(708) 585-2355
The Center for Alternative Learning - Ms. Kristi Smith	Email: <a href="mailto:ksmith@tfd215.org">ksmith@tfd215.org</a>	(708) 585-2355

**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 Attendance 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.**

**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.

**Prescription Medication**

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.

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 and/or School Administration.
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.

## **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.** 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. Students who are identified as LEP are eligible for English Learner (EL) services such as the English as a Second Language class, tutoring and/or 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 Schools 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 - Advanced Placement, PSAT
- Grade 10 - Advanced Placement, PSAT
- Grade 11 - Advanced Placement, NMSQT/ACT/SAT
- Grade 12 - Advanced Placement, ASVAB

## STATE ASSESSMENT

ISA (Illinois Science Assessment): In compliance with federal testing requirements, students will be required to take standardized state assessments in accordance with federal and state testing requirements. Illinois will administer a science assessment to students enrolled in a public school district in grades 5, 8, and once in high school. The high school assessment utilized a course-based model with content aligned to Biology I.

## 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: Biology, Human Geography, Computer Science, Statistics, Music Theory, Spanish Literature, Spanish Language, 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 cannot 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.

# STUDENT BEHAVIOR CODE

Thornton Fractional Township High School District 215  
2019 – 2020

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 to ensure 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
- Refrain from bringing any type of weapon on school property, transportation or to any school related events.
- 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 indicating receipt/review 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 code to be successful.
3. Define the consequences of failing to modify identified problem behaviors.
4. Provide fair, equitable and progressive interventions and disciplinary consequences for all students.

## ATTENDANCE AND TRUANCY

### Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of 7 and 17 years of age (unless the child has graduated from high school), or (b) who is enrolled in any of grades, kindergarten through 12, in the public school regardless of age. These individuals must cause the child to attend the district school wherein the child is assigned, except as provided herein or by state law. Subject to specific requirements in state law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program. The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health (mental, physical, emotional), or other reason as approved by the superintendent or designee.

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 5% 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 excused absences are defined by the Illinois School Code as illness, religious observances, death in the family, family emergency, or other situations beyond the control of the student, and must be approved by school personnel. 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 absences are defined as more than **5% or more of the previous 180 regular attendance days (9 days per school year)**. 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.

Truancy:

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

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 2:30p.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**

**CAL 585-9400**

**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.

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 receive intervention (s).



## 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 administration, 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 absence starts the student in the truancy process.

### Full Day Truancy

Full day truancy is defined as an absence without excuse from three or more periods. **Students accumulating 9 days per year or more full day truancies in the previous 180 school days will be considered chronic and habitual truants. In addition, police issuance of a municipal citation for truancy may be issued to the parent/guardian.**

## STUDENT DISCIPLINARY PROCEDURES

The following disciplinary procedures and interventions will be used in Thornton Fractional High Schools. 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. More disciplinary interventions may be administered for infractions directed against school personnel, agents of the school, or agent's property and/or for infractions occurring in places other than in the classroom. **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 their version of the events to the school official.
3. Suspensions (except from riding a bus for safety reasons) may not exceed 10 days, if warranted.
4. All prudent and reasonable attempts will be made to have a student's parents or guardian immediately receive a report of an out of school suspension with a statement of the reason(s). A letter will also detail the specific reasons as to why removing the student from the learning environment is in the best interest of the school; include a rationale as to the specific duration of the suspension; and document whether other behavioral and disciplinary interventions were attempted or whether it was determined that there were no other appropriate and available interventions and a notice of right to review/hearing.
5. A formal letter of the out of school 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 appeal the suspension with the principal. If the decision rendered is unsatisfactory, the parent may appeal to the Superintendent.
7. Any decision rendered must be based upon the evidence.
8. With respect to any out of school suspension invoked, the student has a right to be informed of the beginning and ending dates.  
The rules regulating the suspension of a student receiving special education services or accommodations under Section 504 are different; therefore, the disposition will depend upon the facts presented in each case.

In all cases of administrative recommendation for expulsion and non-district alternative placements, 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 due process procedures will be followed:

1. Parent or guardian will be requested to be present at the hearing.
2. The parent or guardian will be provided a copy of the hearing documents.
3. 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.
4. The student will be allowed to know of evidence offered against him/her.
5. A record shall be kept of the hearing.
6. 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 action will be taken by the Board.

In the event of an out of school suspension, the student shall have the opportunity to make up work for equivalent academic credit and a plan for re-engagement back into the school environment.

## **STUDENT INFRACTIONS**

District 215 expects every student to exhibit positive behaviors that lead to successful experiences in and out of the classroom. Students are expected to comply with expectations of the school, to obey promptly all directions of the school staff, to observe good order, and to conduct themselves at school or at school-related activities, in such a manner that their conduct will neither harm nor bring discredit to the schools of the district. The following list of infractions is not intended to be all inclusive, but rather exemplifies the types of misconduct that are prohibited and will result in some form of disciplinary action. These disciplinary actions are intended to protect the welfare of the school community, as well as assist the individual student in developing self-discipline.

**Access of Social Network Pages.** Illinois state law (PA 09-0129), the Right to Privacy in the School Setting Act, allows school administration or building designees to request that a student cooperate in an investigation that includes social media misconduct and only if there is specific information about activity on the student's account that violated a school disciplinary infraction or policy. The student may be required to share content that is reported to help the school make a factual determination that will assist in the investigation and in determining appropriate student disciplinary interventions.

The act defines "social networking websites" as internet-based websites that allow users to: 1) create public or semi-public profiles within the site; 2) create a list of other users within the system that they share connections with; and 3) view and search the profiles of others within the system whether or not they have connections with one another. Examples of social networking sites include, but are not limited to, Facebook, Twitter, Instagram, Pinterest, Vine, Tumblr, Snapchat, Pheed, Kik, and others.

Email is explicitly not included in the law's definition of a "social networking website". This law enables schools to access a student's profile on a social networking website if there is just and reasonable cause that there is evidence on that the account of a violation(s) of the school's rules and disciplinary codes. Posts that involve threats of violence against others, bullying and harassment, alcohol and/or substance abuse, the use of weapons, and other content that creates a substantial disruption to the educational environment and represents violations of student codes of conduct will result in disciplinary intervention.

**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 computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying substantially interferes with or limits the victim's ability to participate in or benefit from the services, activities, or opportunities offered by a school or substantially disrupts the educational process or orderly operation of a school.
- (4) after school hours, outside of school property to students of District 215.

Furthermore, 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, the electronic posting of mean-spirited messages about a student often done anonymously and defined as cyber bullying and/or the sending of sexually explicit messages or images by cell phone defined as sexting, sexual harassment, teen dating violence, sexual violence, theft, public humiliation, destruction of property or retaliation for asserting or alleging an act of bullying.

Students are strongly encouraged to report alleged acts of bullying, intimidation, harassment and other acts of actual or threatened violence. All reported acts of bullying will be investigated to determine if the act is within the scope of the district or school and, if not, a process for referral outside the school and to the appropriate jurisdiction will be recommended. A student tip-line has been made available for free download through

the Thornton Fractional District 215 app at the Apple App store and Google Play.

**Cheating** – Student cheating, plagiarism and electronic device sharing are prohibited and will be handled initially by the classroom teacher. Plagiarism is 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."

**Controlled Substances Possession of, Sale of, or Use of and/or Involvement with Controlled Substances** - The use of illegal drugs, possession of drug paraphernalia, or involvement in the sale, purchase, or use of drugs, including medical cannabis, edibles, marijuana and hashish, and/or alcoholic beverages, look-alike controlled substances, paraphernalia, vapor pens or intoxicating substances. Local authorities will be informed unless deemed unnecessary by the Deans' Office. During the 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. All visitors are required to check-in at the designated visitor entrance.

**Damage to Property/Vandalism/Graffiti** – Any act of attempting or succeeding in damaging or misusing school property.

**Disruptive Classroom Behavior** – Any behavior during class time that disrupts the learning environment and/or goes against the classroom expectations set out by the teacher at the beginning of the school year.

**Disruptive Items** – Possession or use of any items that could be considered disruptive to the educational process are not allowed.

**Dress Code** – 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. Clothing must be worn in such a way that genitals, buttocks, breasts, and are fully covered with opaque fabric. At a minimum all students must wear the following: A **Shirt** (with fabric in the front, back, and on the sides under the arms), **AND Pants/jeans or the equivalent** (for example, a skirt, sweatpants, leggings, a dress or shorts), **AND Shoes**.

**Students May Wear**, as long as these items do not violate the definition above:

- Head coverings must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff.
- Religious headwear.
- Hoodie sweatshirts (face and ears must be visible to school staff).
- Fitted pants, including opaque leggings, yoga pants and "skinny jeans."
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps.
- Athletic attire

**Students Cannot Wear or carry to class:**

- Violent language or images.
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, pornography.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face or ears (except as a religious observance).
- Outerwear – coats, lined jackets, lined hoodies, vests, gloves, scarves, sunglasses, backpacks, over-sized purses, book bags and sports bags.

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

**Dress Code Enforcement** – To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below.

- Students will only be removed from spaces, hallways, or classrooms as a result of dress code violations as outlined in the Dress Code sections Above. Students in violation of those sections will be provided three (3) options to be dressed more to code during the school day:

(1) Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.

(2) Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.

(3) If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

**Electronic Devices** – Electronic devices will be defined as, but not limited to, cellular phones and portable internet devices. **All electronic devices should remain on the silent mode to minimize potential disruptions to the educational environment. Cellphones are not allowed in the classrooms except:**

- 1) Used during passing periods and lunch
- 2) Included as part of pre-approved classroom and/or school-sponsored activities.

**Refusal to surrender an electronic device to the deans' office may result in a school intervention/consequence. District 215 is not**

**responsible for lost or stolen electronic devices.**

**Electronic Device Recording** – The act of recording/videoing fighting, inappropriate incidents, or academic work/assessments involving students is not permitted.

**False Fire Alarm/Setting a Fire or Tampering with Fire Extinguishers** – Such student action will result in immediate school interventions/consequences and conferences with parent/guardian. The local police department will be informed.

**Fighting** – Fighting is considered gross misconduct and will result in the immediate school interventions; loss of privileges including but not limited to, students being prohibited from attending school dances, games, prom, and/or graduation; police arrest and/or issuance of a municipal citation for disorderly conduct or simple battery; a parent conference. Recurring incidents of fighting will be considered in the application of disciplinary-interventions. 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 are not allowed to bring food or drink into the classroom, hallways, and or auditorium. Failure to comply will be considered insubordination.

• Selling of candy or other for personal gain is prohibited on school grounds. 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 immediate school interventions/consequences. Police will be notified unless deemed unnecessary by the deans.

**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** – District 215 prohibits any form or participation in gang activity. No student on 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. 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. 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, teen dating violence 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, play fighting, horse playing, 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.

**Hazing**- Any act committed against someone, whether conducted on or off District 215 property, who is joining or becoming a member or maintaining membership in any organization that is humiliating, intimidating or demeaning, or endangers the health and safety of the person. Hazing included active or passive participation in such acts and occurs regardless of the willingness to participate in the activities. The term "hazing" includes but is not limited to any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk or harm or that adversely affects the mental or physical health and safety of the student.

No person, including a District employee, agent, volunteer or student shall plan, direct, encourage, aid or engage in hazing.

Students are strongly encouraged to report alleged acts of hazing. A student tip-line has been made available for free download through the Thornton Fractional District 215 app at the Apple App Store and Google Play.

**Immoral/Obscene Behavior** - Any behavior offensive to common propriety or decency, including, but not limited to, "mooning," indecent exposure, sagging pants, offensive touching, possession, distribution or display of obscene or "hate" material or similar behavior.

**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.

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

1. Between Students
2. Against School Personnel and/or Agents of the Schools.

**Obstructing a School Investigation** – Any student who knowingly gives false information or intentionally fails to give information in an investigation conducted by staff personnel.

**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** – A student who intentionally or unintentionally jeopardizes the safety or well-being of others.

**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. This includes the use of electronic cigarettes, hookah pens, or vapor cigarettes. Tobacco in any form is not to be brought on school property and will be confiscated. The “school grounds” is interpreted as all property owned by District 215, including parking lots and athletic fields.

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

**Theft** - Theft, attempted theft or being in possession of items belonging to another student enrolled in District 215 schools. 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 or who leave class without permission are considered to be in an unauthorized area.

**Weapons (Possession and/or use of Weapons/Objects as weapons/Look Alike Weapons and/or Explosive(s)/Fireworks** – Such student action will result in out-of-school suspension with parent/guardian 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.

## INTERVENTION DEFINITIONS

The following list of interventions are intended to assist, correct and/or alter behaviors so students can demonstrate safe and respectful behavior. These interventions often involve support staff and aim to engage the Student Service Department in helping students modify their inappropriate or disruptive behavior.

**Activity Ban:** Students shall not attend and/or participate in school and/or district sponsored activities including but not limited to sporting events, clubs, and activities.

**Alternative Placement:** Short- or long-term changes in the location where the student is educated. This can include schools located inside or outside of District 215 boundaries. Programs will allow the student to obtain credits towards graduation.

**Behavior Contract:** A positive-reinforcement intervention used to change student behavior. The behavior contract is an agreement between a staff member and a student that spells out in detail the behavioral expectations for the student, the conditions in which the behavior will occur, and the rewards and/or consequences the student receives. The student agrees to the terms of the contract.

**Behavior Intervention Plan (BIP):** A plan designed by PPS to address student behavior based on the results from a functional behavioral assessment (FBA). This BIP targets specific behaviors and specific strategies to change the behavior along with the desired outcomes.

**Behavior Modules:** Short lessons or units related to various topics designed to promote student understanding of inappropriate behavior in order to decrease its occurrence.

**Behavior Replacement Plan:** A plan developed by school staff to provide students with replacement behaviors as substitutes for recurring behaviors.

### Community Service

Programs that permit the students to perform a required amount of supervised activities outside of the normal school day. Assigned activities may take place on or off the school campus.

**Conferences (Parent, Student, Staff):** A meeting between multiple parties to address student behavior or academic concerns. A conference can take many forms.

### Detentions:

Students may be required to come before the regular school hour, during lunch, or remain beyond the school day. Detentions are designed to allow the students the opportunity to make up school work missed due to tardiness, absence, and address behavior that is considered disruptive to the educational process. Students are required to make arrangements to attend. Students are also responsible to provide their own transportation to or from a detention.

#### Teacher Detention (up to 25 minutes):

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

#### Dean Detention:

Dean detentions are served before school, during a portion of the student's lunch, or 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's detention will result in further disciplinary action.

### Expulsion:

According to School Board Policy Number 5079, there are offenses of such a nature that will result in immediate suspension and recommendation for probable expulsion. Students guilty of flagrant or chronic violation(s) of the rules or gross disobedience or misconduct may be recommended

for expulsion. These offenses are defined as, but not limited to, any conduct, behavior, or activity which causes substantial injury or disruption, or material interference with school activities or the rights of other students or school personnel. The parents will be notified by letter of the time and place of the Board hearing, along with documents and notice of the right to be represented by counsel

### **In-School Suspension**

In-School Suspension (ISS) is served at the school building in a designated room, supervised by a staff member for a specified time period. The ISS program, as an alternative program to out-of-school suspensions, will allow students to receive earned credit during the school day. The days in the ISS program do not count as out-of-school suspension days.

**Mediation Process:** The Thornton Fractional Mediation program will 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, counselors or trained peers. The parents of all students participating in the mediation will be contacted and made aware of the request for mediation and its outcome. 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 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 a violation of the student mediation contract occurs, the disputant(s) in violation will be referred to the dean's office for disciplinary interventions.

**Mentoring:** Students are assigned an adult or peer to assist in development of identified skills and positive behavior replacements.

**Multi-Tiered Systems of Support -** a framework used to provide targeted support to struggling students. It focuses on the "whole child." MTSS supports academic growth and achievement, but it also supports many other areas. This includes behavior, social and emotional needs, and absenteeism.

**Out-Of-School Suspension (OSS):** During a suspension, the student will remain away from the school grounds beginning at the end of the school day the suspension was issued until the beginning of the school day the student is expected to return. Failure to do so will be treated as criminal trespass to state supported property (Credit Recovery attendance is an exception). Students who are suspended are not allowed to attend or participate in any extra-curricular activities including athletics and athletic events. 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'/parents' responsibility to request any missed work. Students will have the opportunity to make up work for equivalent academic credit. Depending on the severity of the infraction, police may be notified.

**Pupil Personnel Services (PPS) Groups:** Student is assigned to a member of the PPS team (Social Worker, School Counselor, School Psychologist, Speech Pathologist) for participation in targeted intervention sessions in identified areas (e.g., anger management), or to work through problems or issues that negatively affect the student's participation in the school environment.

**Re-entry Conference:** A meeting between the student **and/or** parent and school staff to discuss the successful return / re-engagement of a student to the school environment following out of school suspension, expulsion, or returning from an alternative school setting.

**Referral to PPS/MTSS:** The student's information is provided to members of the PPS team to determine the need for additional supports.

**Restorative Justice Practices:** Students resolve conflicts through activities designed to repair harm and restore positive relationships

**Warning/Reprimand:** The student is provided a verbal or written warning to improve behavior prior to the issuance of a consequence/intervention.

District 215 will follow a ladder of supports to hold students accountable for their behavior. Student misbehavior will be handled on a case by case basis. In all cases, implementation of appropriate interventions/consequences will take into account a number of factors including the nature and severity of the misbehavior. Infractions are grouped into five levels based on the severity of the misbehavior. In some cases, the use of teacher/staff responses and/or the use of social service interventions may be most suitable. In other cases, a student’s misconduct may require or be most appropriately addressed by a targeted or significant disciplinary response along with social service interventions.

**INTERVENTIONS AND CONSEQUENCES**

<p><b><u>Level One</u></b>          Warning/Reprimand          Behavior Contract (Teacher)          Detention (Teacher)          Mediation          Teacher/Student/Parent Contact          Restorative Justice Practices          Behavior Replacement Plan</p>	<p><b><u>Level Two</u></b>          Behavioral Contract          Deans Detention          Community Service          Restorative Justice Practices          ISS (Intervention Center)          Mediation          Mentoring          PPS /MTSS Referral          Student Conference (staff, teacher, student and/or parents)          Behavior Replacement Plan</p>
<p><b><u>Level Three</u></b>          Activity Ban          Behavior Modules          Community Service          ISS          PPS /MTSS Referral          Restorative Justice Practices          1-3 days of suspension          Alternative to Suspension Program          Behavior Replacement Plan</p>	<p><b><u>Level Four</u></b>          Alternative Placement          Alternative to suspension program          Activity Ban          PPS/ MTSS Referral          Restorative Justice Practices          4-day suspension</p>
<p><b><u>Level Five</u></b>          Restorative Justice Practices          Alternative Placement          5 or more days of suspension          Expulsion</p>	

**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, look alike weapons, and/or Explosive(s)/Fireworks
  - 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/guardian Conference**

The Dean's Office will notify the parent/guardian of the 10-day bus suspension. A parent/guardian conference may be required to determine a behavior plan before the student can continue riding the bus. Parent/guardians 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.

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

Student will be suspended and removed from the bus for the remainder of the school year. Additional interventions 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 not appropriate behavior. 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.
3. Students should follow the instructions of school personnel.

### **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 that may include but will not be limited to students being prohibited from attending school dances, games, prom and/or graduation.

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. – 4:30 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 appropriate intervention/consequence.

### **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 possible assistance from police canine units.
- A student, once assigned a locker, is to use only his/her assigned locker. Student who share lockers or store contents in lockers not assigned to them are subject to appropriate interventions/consequences.
- 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. Any student given a replacement lock will be assessed a fine.

### **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 all District 215 campuses.

These officers work in partnership with the Deans' Offices to maintain a safe and positive learning environment in all 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.

### **VISITORS**

Parent/guardians 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 provide a valid ID, 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. **Any student found not in possession of a valid parking permit will be subject to an intervention or consequence up to the vehicle being towed at owner's expense.**

- Consequences for driving without a valid parking permit:
  - 1st Offense:** Warning, parent/guardian notification that the next offense will result in the vehicle being towed at the owner's expense, and two-hour detention.
  - 2nd Offense:** Three-hour Detention and parent/guardian notification.
  - 3rd and Subsequent Offenses:** The vehicle will be towed at the owner's expense and possible issuance of out of school suspension days.
- 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 privileges.
- **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 –3:25 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/ 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. 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).
- b. Using another user's account or password
- c. Posting material authorized or created by another without his/her consent.
- d. Posting anonymous messages and responding to unsolicited/anonymous online contracts
- e. 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;
- f. 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.
- g. Downloading copyrighted material for other than personal use;
- h. Using the network for private financial or commercial gain;
- i. Hacking or gaining unauthorized access to files, resources, or entities;
- j. Invading the privacy of individuals,
- k. Using another user's account or password;
- l. Accessing, submitting, posting, publishing, or display and defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatened, racially offensive, harassing, or illegal material; and
- m. 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 producer 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.

**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.

#### **Social Media Safety**

Any information posted online may be indexed by search engines and made permanently available on the internet for anyone to see. Therefore, we encourage all District 215 employees to ensure they uphold the highest standards of professionalism and their online behavior when using social media sites is **SMART**.

**Safe:** Preserve your privacy, and the privacy of everyone in your network, while using social networking sites. Make sure your privacy settings are enabled to that you control the content that others see.

**Moderate:** Monitor and review all comments, videos, and photos that are posted on your pages. Address any inappropriate messages and content immediately and contact the Superintendent with serious incidents involving inappropriate activity.

**Appropriate:** Established and maintain age-appropriate relationships with students, parent/guardians and staff, and others by demonstrating your professionalism in your word choices, subject matter, and overall tone.

**Responsible:** Publishing content that is copy written (without the author's permission), abusive, sexually explicit, profane, derogatory, or harassing in nature is not acceptable.

**Transparent:** Remember all electronic communication between staff and students or their parent/guardians may be considered public record and could potentially be accessed, viewed, and printed by others.

**MISSION STATEMENT**

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

Regular Bell Schedule

0	7:25AM-8:20AM
1	8:25AM-9:20AM
2	9:25AM-10:25AM
3	10:30AM-11:25AM
4	11:30AM-12:25PM
5	12:30PM-1:25PM
6	1:30PM-2:25PM
7	2:30PM-3:25PM

Early Release Days (Wednesday's)

0	7:25AM-8:20AM
1	8:25AM-9:05AM
2	9:10AM-9:55AM
3	10:00AM-10:40AM
4	10:45AM-11:25AM
5	11:30AM-12:10PM
6	12:15PM-12:55PM
7	1:00PM-1:40PM

Two-Hour Delay Schedule

0	Cancelled
1	10:25AM-11:00AM
2	11:05AM-11:45AM
3	11:50AM-12:30AM
4	12:35AM-1:15AM
5	1:20AM-2:00PM
6	2:05PM-2:45PM
7	2:50PM-3:25PM

**Important Note:**

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

PARENT-TEACHER CONFERENCES

October 10, 2019

February 13, 2020

No Classes

FINAL EXAMS

December 19-20, 2019

May 29, 2020

June 1, 2020

Special Bell Schedule

DISTRICT-WIDE TESTING

January 17, 2020

Special Bell Schedule

GRADUATION

TF South- Tuesday, May 19, 2020

TF North-Wednesday, May 20, 2020