



# Thornton Fractional

## HIGH SCHOOL DISTRICT 215

BURNHAM • CALUMET CITY • LANSING • LYNWOOD

# Student Handbook

2025-2026



Student Handbook 2025-2026

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### 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)



## 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.

#### Pictures of Students Taken By Non-School Agencies

While the school limits access to school buildings by outside photographers, it has no control over news media or other entities that may publish a picture of a named or unnamed student. School staff members will not, however, identify a student for an outside photographer.

#### Pictures of Unnamed Students

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

#### Pictures of Named Students

Sometimes the school may want to identify a student in a school picture. For example, school officials want to acknowledge those students who participate in a school activity or who deserve special recognition.

In order for the school to publish a picture with a student identified by name, one of the student's parents or guardians must sign the consent below. Please complete and sign this form to allow the school to publish and otherwise use photographs and video recordings, with your child identified, while he or she is enrolled in this school.

### AGREEMENT

**I grant consent to the School District to identify a picture of my child, by full name and/or the school he or she attends, in any school sponsored material, publication, video recording, or website. This consent is valid for the entire time my child is enrolled in the District. I may revoke this consent at any time by notifying the Building Principal.**

Student \_\_\_\_\_

\_\_\_\_\_  
Parent/Guardian Name *(please print)*

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

\_\_\_\_\_  
Date



Dear Thornton Fractional High School District 215 Students and Families,

As we get ready for the 2025-26 school year, I hope you share my commitment to making this the best year ever! YOU are in control of your academic journey. You decide the path that you want to take but be assured the administration, teachers, and staff of TFD 215 are here to assist you in any way to be successful and achieve all your high school goals. This handbook serves as a guide to ensure that you know your rights, responsibilities, and the expectations of the school district. It is important that you become familiar with the entire handbook and especially the student code of conduct.

Making sure we provide a safe learning environment for all students/staff is our paramount focus. The next school year, thanks in part to school safety grants we received, you will see a few new procedures when students and visitors enter the buildings each day. In conjunction with the other safety tools and procedures that are already in place, these safety measures will help us accomplish weapons-free campuses that can focus on educating our students. Please remember as you begin the school year that District 215 encourages use of the anonymous "See Something Say Something" Form on the website to report student safety and well-being concerns. I strongly encourage students and families to use caution with social media use, keeping in mind that threats, bullying and illegal activity on social media can result not only in disciplinary action, but legal ramifications. Many student conflicts are often traced back to social media comments.

Parents and guardians, the school district recognizes that parental and family involvement is essential to the success of every student in our school district. When your expectations of your student's behavior parallel those of the school, we know that our students achieve more and have a positive educational experience. Thus, we remain committed to creating a welcoming environment for all families. If you have a concern, it is always important to address that concern at the building level first. Please do not hesitate to reach out to your child's teachers and administrators and explore our district website ([tfd215.org](http://tfd215.org)) to learn more about the great things occurring in Thornton Fractional High School District 215 and how you can engage in our school activities.

I am dedicated to continuing our partnership in achieving our mission of "providing diverse learning opportunities that inspire all students to become life-long learners who contribute to their community." Our school district thrives because of this collective effort, focus and commitment of our Thornton Fractional High School students, staff, board of education members, parents, and community partners. I look forward to the work we will accomplish this school year, and I am humbled and grateful to serve as superintendent of such an extraordinary district.

Sincerely,

A handwritten signature in cursive script that reads "John M. Robinzine".

Mr. John M. Robinzine, Ed.S.  
Superintendent



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

**STUDENT HANDBOOK, 89<sup>th</sup> EDITION**  
**2025-2026 SCHOOL YEAR**

**BOARD OF EDUCATION**

**EMAIL**

Marcie Wilson .....	President.....	mwilson@tfd215.org
Diana Jackson .....	Vice President .....	djackson@tfd215.org
Andrea Ballard.....	Secretary.....	aballard@tfd215.org
Charlotte Guyton.....	Member.....	cguyton@tfd215.org
Dominique Newman.....	Member.....	dnewman2@tfd215.org
Jacqueline Terrazas.....	Member.....	jterrazas@tfd215.org
Charles Townsend.....	Member.....	ctownsend@tfd215.org

The Board of Education of School District 215 holds regular monthly meetings on the fourth Tuesday of the month. The dates, times, and locations are posted in *The Lansing Journal*, *Southtown Star*, on the district 215 web page, and in each school. Correspondence to Board Members may be directed to the District 215 Administration Center, 18601 Torrence Ave., Lansing IL. 60438, or to the District 215 website: <http://www.tfd215.org>

**DISTRICT ADMINISTRATION**

18601 Torrence Avenue  
 Lansing, IL. 60438

Superintendent.....	John Robinzine.....	585-2309
Assistant Superintendent of Teaching and Learning.....	Becky Szuba.....	585-2388
Assistant Superintendent of Student Services & Equity.....	Dr. Rena Whitten.....	585-2312
Assistant Superintendent of Career Development.....	Eric Mastey.....	585-1132
Director of Career and Technical Education.....	Carol Brooks.....	585-1110
Director of Teaching and Learning.....	LaQuesha Martin-Dean .....	585- 2394
Chief Technology Officer .....	Paul Wakefield.....	585-2377
Executive Director of Finance/CSBO.....	Teresa Bishop.....	585-2334
Executive Director of Human Resources.....	April Jerger.....	585-2310

**CENTER FOR ACADEMICS AND TECHNOLOGY (CAT)**

1605 Wentworth Avenue  
 Calumet City, IL. 60409

**CENTER FOR ALTERNATIVE LEARNING (CAL)**

1601 Wentworth Avenue  
 Calumet City, IL. 60409

Principal.....	Raymond Williams.....	585-2378
Assistant Principal .....	Lauren Gladu .....	585-2393
Assistant Principal .....	Dawn Walker.....	585-9402

**IMPORTANT PHONE NUMBERS**

Attendance.....	585- 9401
Counselor.....	585-2346
Dean .....	585-2314
Main Office (CAT) .....	585- 2378
Main Office (CAL) .....	585-9401
School Health Assistant .....	585-2355

**THORNTON FRACTIONAL NORTH HIGH SCHOOL**

755 Pulaski Road  
Calumet City, IL 60409

Principal.....	Brian Rucinski.....	585-1001
Assistant Principal.....	Mychael Webb.....	585-1002
Assistant Principal.....	Christin Passarelli.....	585-1003
Assistant Principal.....	Joshua Humphrey.....	585-1004
Athletic Director .....	DeVale Stubbs.....	585-1027
Activities Director.....	Michael Kawa .....	585-1028

**IMPORTANT PHONE NUMBERS**

Attendance.....	585-1007
Counselors.....	585-1008
Dean.....	585-1013
Main Office .....	585-1000
Nurse .....	585-1011
Career Development.....	585-1132
Career Resources.....	585-1187

**THORNTON FRACTIONAL SOUTH HIGH SCHOOL**

18500 Burnham Avenue  
Lansing, IL 60438

Principal.....	Lisa Bouler.....	585-2006
Assistant Principal.....	Paula Nardi.....	585-2008
Assistant Principal.....	John O'Rourke .....	585-2025
Assistant Principal.....	Cassandra Brackenridge.....	585-2039
Athletic Director .....	Marc Brewe .....	585-2063
Activities Director.....	Susan Lessner.....	585-2062

**IMPORTANT PHONE NUMBERS**

Attendance.....	585-2040
Counselors.....	585-2015
Deans' Office.....	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, developed through discussions among the student, parent/guardian, faculty and school counselor. The student's plan will allow for:

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.

### TITLE I PROGRAMS

District 215 pursues funding under Title I, Improving the Academic Achievement of the Disadvantaged, of the Elementary and Secondary Education Act, to supplement instructional services and activities in order to improve the educational opportunities of educationally disadvantaged or deprived children.

All District schools, regardless of whether they receive Title I funds, shall provide services that, taken as a whole, are substantially comparable. Teachers, administrators, and other staff shall be assigned to schools in a manner that ensures equivalency among the District's schools. Curriculum materials and instructional supplies shall be provided in a manner that ensures equivalency among the District's schools.

The District maintains programs, activities, and procedures for the engagement of parents/guardians and families of students receiving services or enrolled in programs under Title I. These programs, activities, and procedures are described in District-level and School-level compacts. The Superintendent or designee shall develop a District-Level Parent and Family Engagement Compact according to Title I requirements.

Each Building Principal or designee shall develop a School-Level Parent and Family Engagement Compact according to Title I requirements. This School-Level Parent and Family Engagement Compact shall contain:

1. A process for continually involving parents/guardians in its development and implementation
2. How parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement
3. The means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and
4. Other provisions as required by federal law.

Each Building Principal or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services or enrolled in programs under Title I.

### ASSIGNMENT OF CREDIT

1. Frame of Reference:
  - A) All grading and credit shall be based upon a semester organization.
  - B) Students generally 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 in the second semester and have the opportunity to earn one-half (.50) credit upon successful completion of coursework in the second semester.
3. Other Means to Earn Credit:
  - A) Credit Recovery
  - B) Summer School
  - C) Virtual Success Academy
  - D) Virtual Academic Recovery
  - E) High school credit earned at the junior high/middle school will be recorded on the District 215 transcript as a pass with no letter grade for students who demonstrate proficiency according to District 215's academic criteria.
  - F) High School Credit for Non-District Experiences  
The student seeking credit is responsible for (1) providing documents or transcripts that demonstrate successful completion of

the experience, and (2) taking a proficiency examination, if requested. The Superintendent or designee shall determine which if any, non-District courses or experiences will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. This section does not govern the transfer of credits for students transferring into the district.



## CURRICULUM & INSTRUCTION

Thornton Fractional Township High School requires students to 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. PE waivers are awarded for specific courses in accordance with District 215 Board Policy # 6:310.

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all District graduation requirements that are in addition to the State requirements.
2. Completing all courses as provided in the School Code, 105 ILCS 5/27-22.
3. Completing all minimum requirements for graduation as specified by State law.
4. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
5. Participating in State assessments that are required for graduation by State law.
6. Completion of the free financial aid application FAFSA.

## DISTRICT ANNUAL REPORT CARD

District 215 disseminates an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students, including: (a) student achievement on academic assessments (designated by category), (b) graduation rates, district performance, teacher qualifications, and (c) other required information required by 20 U.S.C. §6311(h)(2)(C) of ESSA.

## ACADEMIC ELIGIBILITY - ATHLETIC/ACTIVITIES

Academic Criteria for Participation: The selection of members or participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. Participation in co-curricular activities depends upon course selection and successful progress in those courses. Students must take and pass a minimum of five courses during the time they participate in an athletic/extracurricular activity. Failure to pass five classes at the end of the 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 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.

In addition, students must maintain a GPA of 2.0 at the end of the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> nine-week grading 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 the cumulative GPA for the current semester has raised to a 2.0 GPA or higher. The student will be ineligible for a minimum of 1 week and must attend the 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 achieves a cumulative GPA for the current semester of 2.0 or higher, the student will regain their eligibility.**

## ACCELERATED PLACEMENT PROGRAM

The Accelerated Placement Program (APP) places qualified students in an educational setting that includes a curriculum usually reserved for students who are older or in higher grades than the student. Any student who meets or exceeds state standards in ELA, Math, or Science will be automatically enrolled in the next most rigorous level of coursework or will be given the option to enroll in coursework that better aligns with the students' post-secondary goals.

Beginning with the 2024-2025 school year and beyond, any student who meets or exceeds state standards in ELA, Math, or Science will be automatically enrolled in the next most rigorous level of coursework or will be given the option to enroll in coursework that better aligns with the students' post-secondary goals.

## 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. These courses provide students with an opportunity to take an AP exam. Exam fees are assessed per year. Advanced Placement (AP) Courses are offered by the CTE, English Mathematics, Music, Science, Social Studies, and World Language Departments.

### ALTERNATIVE LEARNING OPPORTUNITIES

District 215 has developed a program for students at risk of academic failure or dropping out of school. The program includes education and support services addressing individual learning styles, career development, and social needs. Some of the services and programs include, but are not limited to the following:

1. Parent-teacher conferences
2. Counseling services by social workers and/or guidance counselors
3. Counseling services by psychologists
4. Psychological testing
5. Alternative school placement
6. Junior Academic Scholastic Institute (JASI)
7. Virtual Success Academy (VSA)
8. VSA w/ supports

### Course Schedule Changes

#### *Changes in course selection*

The master schedule of classes is built based on staffing and student requests during the spring semester of the previous school year. All students are required to take a minimum of six (6) classes per semester. Students and parents should familiarize themselves with the district curricular offerings via the District 215 Curriculum Guide and engage with their school counselor and teachers to ensure the student selects courses that are the appropriate level, follow the appropriate sequence, and align with their post-secondary plans. All course selections will be considered final after the 1st Friday in March.

#### *Adding/Dropping a course*

Once the school year starts, a student/parent may request to add/drop a course within the 1st five days of school based on the following criteria:

- a. The student or parent discovers either a mistake or error on the student's schedule.
- b. The student is an upperclassman who needs a schedule change to add a course to meet graduation requirements.
- c. The student, parent, and counselor, as a result of an individual academic success conference which reviews the needs of the student, make a determination to allow a schedule change. Final approval for the change must be granted by the school administrator.

Due to the complexities of the scheduling process, the school administration reserves the right to adjust any student schedule during the school year to better meet overall needs.

#### *Changes in course levels*

District 215 encourages students to engage in the most rigorous coursework available to them. The district offers three different levels of coursework each varying in rigor. The levels are as follows: Advanced Placement (AP), Honors (H), and College and Career Preparation. Level changes can occur within the 1st five days of school based on the criteria listed above, at the end of the 1st quarter, or at the end of the semester based on availability within the new course and administrator approval. All requests for course-level changes must follow the established change review process at each campus.

### CREDIT CLASSIFICATION OF STUDENTS

- Freshman: Student's classification upon entrance to 9th grade.
- Sophomore: Completion of 5 academic credits. Students who have not earned 10 credits by the end of their Sophomore year will be enrolled in the Junior Academic Scholastic Institute (JASI) offered at the Center for Academics and Technology for the full academic year. In addition to program criteria, student enrollment in JASI is based on program availability.
- Junior: Completion of 12 academic credits. Students who have not earned 16 credits by the end of their Junior year will be enrolled in the Virtual Success Academy (VSA) offered at the Center for Academics and Technology for the full academic year. In addition to program criteria, student enrollment in VSA is based on program availability.
- Senior: Completion of 18 academic credits

### FINAL EXAMS

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."

### WEIGHTED GRADE SCALE

<u>Grade</u>	<u>AP</u>	<u>Honors</u>	<u>College &amp; Career Preparation</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 an average of 40% for each grading period and 20% for the final examination.

#### 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
College & Career Preparation 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.

## **INCOMPLETE GRADES**

Any incomplete grade must be made up during the succeeding two weeks after returning to school. Any extension to this deadline due to extenuating circumstances must be approved by the building Principal and/or designee. 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**

The LRC is open during school hours and dependent on building and staff availability, may be open before/after school. Library policies and procedures may be obtained from the librarian upon request. 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 fees will be added to the student's account.

## **PLACEMENT OF STUDENTS**

Student placement in courses and/or programs should be based upon criteria developed cooperatively with review by academic departments and administrators with review by the guidance department. The appropriate procedures should include the provision that, when a parent/guardian requests that a student take a particular course against the recommendations of a teacher and/or the counselor, such requests shall be made in writing. This request will be placed in the student's file. Every student will have a Four-Year Educational Plan, which includes all courses required to prepare them for their selected post-high school programs.

## **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 semester prior to graduation.
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**

Students are ranked based on their weighted GPAs. Students are awarded grade points for each semester grade earned according to the weighted grading scale. Weighted GPA is the sum of all grade points divided by the total number of semester classes completed. Pass/Fail courses are not awarded grade points and are excluded from the calculation of class rank.

The highest GPA is ranked # 1, the second highest # 2, etc.

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

## **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.

## **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/guardians that information about sex offenders is available to the public as provided for in the Act. The website 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 instructional materials 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.

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.

## **SCHOOL WELLNESS**

School wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school-based activities, and meal programs. A district-wide school wellness plan will be created and assessed at various intervals. The community will be invited to make suggestions for improvement and enhancement of the school wellness plan.

## **INSTRUCTIONAL MATERIALS FEE**

The following practices will be followed for instructional materials:

1. An instructional materials fee will be charged to each student. This fee will cover instructional resources including, but not limited to textbooks, e-books, novels, and other instructional materials. A PE Uniform fee will be charged to each freshman and/or transfer student.
2. Each student will continue to be responsible for paying all other fees.
3. The instructional materials fee will be waived for a student(s) who qualifies for the free/reduced lunch program.
4. The curriculum/general education fee and driver's education fee, excluding the Secretary of State permit fee, will be waived for a student who qualifies for the free lunch program.
5. A student must pay the replacement cost of the instructional material/book if the item is lost or severely damaged or if the student defaces the item or removes the bar-code label.
6. Each student must return all textbooks/instructional materials, 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.
7. If a student has not returned books/instructional materials, the student will be charged the replacement cost and be referred to the Collection System.
8. A student who obtains schedule changes during a term must return any books/instructional materials 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. Classes will be assigned, even if a student enrolls a week before the end of the semester.
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 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 extracurricular 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).

### 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 images 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-

#### 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 ●
N S	Speech # ●
N S	Band # ●
N S	Choir # ●
S	Contest Play # ●
S	Mock Trial Team #
N S	E-Sports Team # ●
Campus	Category II - Co-Curricular
N S	Newspaper # ●
N S	Yearbook # ●
C	CAD Club @ N
C	CWT @ S
C	Auto Mechanics @ N
C	Auto Collision @ N
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 ●
N	Brother 2 Brother
S	Drama Club
N S	Creative Arts / Literary Magazine ●
N S	Environmental / Science ●
N	STARS Girls Club
N S	TV Production
N	Power Lifting
N	Monogram
N S	Student Council ●
N S	NHS ●
S	Pep Club
N S	SADD
S	World Language / Cultural Exploration
N S	Best Buddies
N S	History Club

S	GSA Gay Straight Alliance
N	P.R.I.D.E.
N S	Peer Mediators
S	Senior Ambassadors
N S	Dreamers Club
S	Science/Forensics
N	Visual Arts ●
S	Girls Club
N	Student Action Team
N S	Future Teachers Club
N S	Student Equity Leadership Club
N	Connections
N S	E-Sports Club
S	Latin Dance Crew
<b>Campus</b>	<b>Category IV – Non Paid -2 Year Probation</b>
S	Anime Club-year 2

● SSC Conference Required # IHSA Competition @ N of S Bookkeeper REVISED 9.19.22

## 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.

### Athletic Offerings (as recognized by the IHSA)

<u>Boys'</u>		<u>Girls'</u>	
Baseball	Soccer (Co-op)	Badminton	Softball
Basketball	Swimming (Co-op)	Basketball	Swimming (Co-op)
Bowling	Tennis (Co-op)	Bowling	Softball
Cross-Country	Track	Cheerleading	Tennis
Football	Volleyball (Co-op)	Cross Country	Track
Golf	Wrestling	Dance	Volleyball
		Soccer (Co-op)	

## ATHLETIC ELIGIBILITY REQUIREMENTS

### AGE:

A student shall be eligible through age nineteen (19) unless the student shall become twenty (20) during a sport season, in which event eligibility shall terminate on the first day of such a season.

### ALL-STAR PARTICIPATION:

No student at a member school shall participate on an all-star team in basketball, football, soccer, or volleyball during the student's high school career until completing their interscholastic athletic eligibility in that particular sport. A student may participate in no more than three (3) all-star contests in a sport.

### AMATEUR STATUS:

1. If you win or place in an 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 violated. You must be reinstated by the Executive Director before you may compete again.
4. Schools may provide an individual or teams that win an IHSA state championship, a ring/memento not to exceed \$200 in fair market value. Businesses, booster clubs, or other organizations desiring to make contributions toward the purchase of a championship ring/memento must make those contributions to the school.

### 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 in 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. 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 any time of the calendar year, any number of students from a member school may attend a coaching school, camp, or clinic provided no person who is a coach at the students' member school is involved in any respect with the coaching school, camp, or clinic. If a coach at a member school is involved in any respect with a coaching school, camp, or clinic, the number of students from a member school who can attend the coaching school, camp, or clinic shall be limited to 2 students from the coach's school.
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.

#### **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 a 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. 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.

4. 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 the 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/guardians.
  - H) Offer or acceptance of payment of moving expenses of parents/guardians or assistance with the moving of parents/guardians.
  - I) Offer or acceptance of employment of parent(s) or guardian(s) in order to entice the family to move to a certain community if someone connected with the school makes the offer.
  - J) Offer or acceptance of help in securing a college athletic scholarship.
6. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participation in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity, which is not also provided or made available to all prospective students at that school.

#### **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.

Public School Students:

1. Students attending public member schools shall be eligible at the public high school in which they enroll, provided: 3.031.1 They reside full time with their parents, custodial parent or guardian appointed by a judge of a court having proper jurisdiction, or they currently and for at least the last two years prior to the student's enrolling in high school, have lived with another family member or relative who has provided full support and adult supervision for the student, as though they were the guardian, within the boundaries of the attendance area of the high school they attend
2. They reside full time with their parents, custodial parent or guardian appointed by a judge of a court having proper jurisdiction and have attended a minimum of the seventh and eighth grades as tuition-paying nonresident students in the district in which the high school they attend is located.
3. They reside full-time with one birth or adoptive parent or other relative without assignment of custody or legal guardianship by the court, provided:
  - A) their residence is in the district in which the member school they attend is located; and
  - B) they attended that member school the previous school term.
  - C) if a freshman, they attended both seventh and eighth grade in the district. parent teaches.
4. In all other cases, students shall not participate until a ruling on their eligibility is made by the Executive Director.

#### **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 sports program as a requirement for being a member of a school team.

Violation of the sports season by-laws will result in a 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 sports 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 the student 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 the student 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) In the event the student transfers attendance from any high school to any other high school, and the transfer is not in conjunction with a change in residence by both the student and his or her parents, custodial parent, surviving parent, or guardian to a residence outside the boundaries of the public school district attendance area the family originally resided in, the Executive Director may grant eligibility based on documentation that the transfer met one of the following conditions:
    - The student is enrolling for the first time in the student's home public member high school with boundaries
    - Change in family's financial position
    - Extenuating circumstances documented by the sending school's principal or official representative
    - Limited eligibility may be granted when the student transfers schools prior to the beginning of the student's sophomore year
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.

## **T.F. High School District 215: Athletic /Activity Co-Curricular Pledge 2025-26**

THIS POLICY SHALL BE APPLICABLE DURING THE ENTIRE SCHOOL YEAR,  
INCLUDING THOSE TIMES THE STUDENT IS NOT PARTICIPATING.

- 1. 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.
- 2. Academic Eligibility:** To be eligible for semester 2, I must pass five classes the previous semester. If not, I will be ineligible for the entire next 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 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> nine-week 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 comply with this will cause me to become ineligible to participate in athletics/activities (i.e., athletic events, games, state band competitions, club meetings, etc.). 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 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 the 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 3:30 to 4:30 p.m. Any missed study sessions must be made up before I can once again become eligible.
- 3. Physical Examination:** I understand that I must have a physical examination by a licensed physician before I can start practice or tryouts. I further understand that by 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.
- 4. School Attendance:** I understand that I must be in attendance for at least half of the school day (two and one-half clock hours of instruction) in order to participate in practice or in a contest or activity. School-sponsored field trips and activities do not count as absences.
- 5. School 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.
- 6. 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.
- 7. Possession, Sale, or Use of Drugs:** I understand that if I am in possession of controlled substances, illegal drugs or drug paraphernalia or involved in the sale, purchase, or use of drugs (other than a valid prescription written for me and exclusively used by me), I will be suspended from any athletic/co-curricular activities for the remainder of the school year.
- 8. Stealing:** I understand that if I am involved in stealing of any nature, I will be suspended from athletics/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.
- 9. 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.
- 10. 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.
- 11. Appeal of Suspension:** I understand that I have a right to appeal all suspensions. I must first appeal suspensions to the Athletic / Activity Director. Further appeal may be made to the Principal who may have the matter considered by a co-curricular review board designated by the Principal.
- 12. Awards:** I understand that awards for athletics/co-curricular activities may be withheld, refused, or canceled if I do not follow all the rules and regulations for a particular athletic/co-curricular activity, including these rules.

**13. 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.

**14. Medical Excuse:** I understand that if I am excused from physical education classes because of medical reasons, I may not compete in practice or interscholastic athletic competition until released by my physician.

**15. Service Learning:** I will demonstrate my commitment to the community by contributing no less than three hours of work to an approved activity. Service-learning activities may include a 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.

**16. Uniform Modification:** I understand that I can modify my athletic/team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of my religion, cultural values, or modesty preferences. The modification of the uniform may include but is not limited to, the wearing of a hijab, an undershirt, or leggings. If I make alterations to the uniform, I understand that I am responsible for all costs associated with the modifications and/or replacement of a school-issued uniform.

**17.** This athletic/co-curricular activity pledge will affect my participation in a particular athletic/co-curricular activity for the entire school year.

**18.** 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.

I \_\_\_\_\_, as a THORNTON FRACTIONAL student, agree to abide by the preceding Athletic/Co-curricular Activity Pledge during the calendar year in which I am participating in an athletic/co-curricular activity.

We, as his/her guardians, agree to encourage and help our child to abide by these rules while participating in the school athletic /co-curricular activity program.

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

\_\_\_\_\_  
Name of Sport or Activity

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

\_\_\_\_\_  
Coach Date

## 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/CORSELIST](http://ELIGIBILITYCENTER.ORG/CORSELIST) 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, World 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, World 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 of 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 the 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 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 in 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 optimize 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 the 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 returning to PE or other organized physical activities. *A copy of the Guidelines for Return to Play can be found on the District 215 website.*



<b>Stage</b>	<b>Activity</b>	<b>Next Steps</b>
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 Physician team 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 requirements 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 who 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.

# RESIDENCY REQUIREMENTS

## Definition of Residency

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. The district allows a dependent of United States military personnel who is housed in temporary housing located outside of the district to enroll if the dependent will be living within the district within 6 months after the time of initial enrollment and the military personnel seeking to enroll the dependent under this exception provides proof that the dependent will be living within the boundaries of the district within 6 months.

The general rule for residency 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. Residency 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.

A student does not have the right to attend school tuition-free solely for the purpose of attending a specific school.

## Verification of Residency

Parents or legal guardians must prove residency in District 215 each year during student registration. Guidelines have been established to verify that students who attend schools within District 215 boundaries are residents of the district. District 215 utilizes a variety of tools to determine the residency of its families which may include asking families to provide proof of residency by submitting documents during the registration process.

## Proof of Residency

Before a child can be officially enrolled, proof of residency must be established. Verification of residency includes a review of documents from each of the following two categories:

**A driver's license or State ID must be provided by all individuals attempting to register a student. Additionally, families will be asked to present the following:**

### CATEGORY I (one item)

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

### CATEGORY II (two items)

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

\* If the 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.

In situations where the district receives information that indicates a student may have been enrolled in one of its schools fraudulently, the district will employ various measures to determine the validity of such a claim. During the course of a residency investigation, if 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 the designated timeframe, or if it is determined that residency with District 215 boundaries cannot be established, the student will be withdrawn from school immediately. Additionally, the parent or legal guardian of a student determined to be a non-resident of the district may be required to reimburse the district for tuition during the time the student was enrolled.

## Change of Address

Parents and guardians are asked to immediately report any change of address or other directory information to the Registrar at the child's school. Changes to residency will require families to update residency verification documents. Updating phone numbers, email addresses, and any other contact information will ensure timely communication between home and school.

## 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 the 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 the student must also have a legal residence within the district and provide proof of residency upon enrolling the student.

## MCKINNEY VENTO ELIGIBLE STUDENTS

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.

**McKinney Vento** - District 215 complies with the Elementary and Secondary Education Act (ESEA), McKinney-Vento Homeless Assistance Act (McKinney-Vento), and Protection of Pupil Rights Act (PPRA) which mandates that schools receiving federal funds provide parents/guardians with information and notices in an understandable and uniform format and, to the extent practicable, in a language that the parents/guardians can understand. The Student Service Coordinator serves as the main contact for communication for each campus.

McKinney-Vento Eligible students shall not be denied or have their enrollment process delayed for failure to produce any of the necessary documents.

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

1. Home schooled students will be admitted to District 215 schools following the enrollment and residence Policy #7:50.
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 the successful completion of an approved curriculum.
3. Upon admission, the Assistant Principal for Pupil Personnel Services will give students an academic placement test to facilitate appropriate class selections.
4. 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.

## PUPIL PERSONNEL SERVICES (PPS)

School 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 school counselor. These problems may be personal in nature, or they may be school-related, such as course selection, course failure, and post-high school plans. Each school maintains a PPS Office available to students and parents/or guardians for support services. Each student is assigned a counselor who is available throughout the school day. Students can make appointments before, during passing periods or after school by QR code and email.

### EXTENDED ABSENCE HOMEWORK REQUEST

If a student has been absent for two or more days, the parent/or guardian may call the Pupil Personnel Services to make arrangements for homework. Teachers must be given 24 hours notice to prepare homework assignments. If a student is absent for two or more weeks, the parent/guardian may call the Social Worker to make arrangements for homebound tutoring or request homework.

### 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, Building Assistant 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, Building Assistant Principal or Dean of Students for appropriate action.

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

John Robinzine, Assistant Superintendent of Career Development, 755 Pulaski Rd., Calumet City, 708-585-1116

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

### 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 records. Students 18 years of age or older have access and copyrights 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 of 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.

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. No directory information will be released within this time period unless the parent/guardian or eligible student is specifically informed otherwise.**

No photograph highlighting individual faces is allowed for commercial purposes, including solicitation, advertising, promotion, or fundraising without the prior, specific, dated, and written consent of the parent/guardian or student, as applicable; and no image on a school security video recording shall be designated as directory information.

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

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request access to secondary students' names, addresses, and telephone numbers, unless the student's parent (guardian) or a student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the Building Principal where your student is enrolled for further instructions.

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

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

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

U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue, SW  
Washington DC 20202-8520

## **PHOTOGRAPH OR VIDEO RECORDING OF A STUDENT**

### Pictures of Unnamed Students

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

### Pictures of Named Students

Sometimes the school may want to identify a student in a school picture. For example, school officials want to acknowledge those students who participate in a school activity or who deserve special recognition.

In order for the school to publish a picture with a student identified by name, one of the student's parents or guardians must provide consent during the registration process.

## PRIVACY RIGHTS

**Surveys:** Surveys administered to students will be related to the District's educational objectives or assist students with college and career choices. Parents/Guardians may request to view the tools used for these purposes.

## 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.

## PSYCHO-EDUCATIONAL GROUPS

Students can be referred to participate in psycho-educational groups designed to help students better understand issues and develop strategies to manage issues of concern to them that may, if not addressed, interfere significantly with the students' educational progress or school adjustment. Counseling options for students who are affected by sexual abuse, along with options for victims of sexual abuse to obtain assistance and intervention will be identified by school personnel. Students in a group who present significant concern and for whom therapeutic services must be considered will be referred for individual consultation.

## 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. Scholarship information is available on the PPS website. Some scholarships are based on the total educational record, but most are based on financial need.

## SCHOOL-AGE PARENTS/GUARDIANS

Students who are married and/or pregnant are allowed to remain in school and participate in the regular educational programming and extra-curricular activities. Independent study or correspondence courses are also fee/tuition-based options available at cost to the student.

## SCHOOL NURSE

### Health Record Requirements

#### Important Notice to Parents/Guardians:

**Beginning with the 2022-2023 registration window, all required health examinations and immunizations must be submitted for the student's registration to be considered.**

*All students are required by Illinois School Code sections 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 May 20<sup>th</sup>. **Incoming freshmen and new students will not be allowed to complete registration, attend school, or participate in book pick-up unless their completed physical and immunization records are turned in during the registration process.** If needed, you can obtain a copy of your student's immunization records from the junior high school nurse before eighth-grade graduation. **Returning grade 12 students will not be allowed to complete registration if proof of immunization against meningococcal disease is not provided.***

**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 must be dated within one year of starting high school (first day of school). For students transferring from out of state, within one year of transferring to an Illinois High School.
- c. The **Health History** portion must be completed and signed by the parent or guardian.
- d. The **diabetes risk assessment** must be documented by the examining physician, APN, or PA.
- e. The Physical Education and Sports eligibility section, found at the bottom of the physical form, must be completed by the physician, APN or PA.
- f. The physical form must be signed and dated by a **licensed physician (MD or DO).**
- g. Completed dental examination. (9th grade students, effective 2020-21 school year)

#### A complete and updated immunization history:

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

**Immunization records must include:**

One (1) Meningococcal (MCV4) Vaccine one dose on or after the 11th birthday for 9th, 10th, and 11th graders. Senior students need proof of one vaccine after their 16th birthday.

Two (2) Varicella (Chicken Pox) Vaccines given on or after the first birthday. There must be a minimum of 28 days between dose one and two. Physician diagnosed or verified history of having had the disease is acceptable.

One (1) Tdap (tetanus, diphtheria and pertussis). Three (3) DTP/DTap or TD with last dose given after 4th birthday and qualifying as a booster. Minimum interval: between series doses is 4 weeks, between series and booster 6 months.

Three (3) Hepatitis B Vaccines. There must be a 28day interval between the first and second vaccine and a 56day interval between the second and the third vaccine.

Three (3) or more Polio Vaccines. The last dose must be given on or after the fourth birthday. Minimum interval: between series doses is 4 weeks, between series and booster 6 months.

Two (2) Measles, Mumps and Rubella (MMR)Vaccines. The first vaccine must be given after the 1st birthday with at least 28 days between the 1st and 2nd doses.

**Proof of a Dental examination is required for all freshman students by May 15<sup>th</sup> of their Freshman Year.**

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

**Clinic Procedures**

1. 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 or guardians are responsible for picking up students or giving them permission to drive home.
2. Any student who has a fever or is suspected of having a contagious condition, will be sent home from school. If a fever is present the student should remain out of school for 24 hours after the fever dissipated without medication.
3. All students with an undiagnosed rash must be sent home for a diagnosis by the family doctor. A written statement by the doctor will be required for readmission.
4. Any student who cannot take part in the regular physical education program should report at the beginning of each year or at the beginning of their convalescence to the school nurse with a written order from their Primary Health Care Provider. This medical order must indicate the length of convalescence. (for the school year, the semester, for 3 weeks). A new order from the doctor is required each semester.
5. **ALL STUDENTS ABSENT FIVE CONSECUTIVE DAYS OR MORE ARE REQUIRED TO HAVE A WRITTEN NOTE FROM THEIR HEALTH CARE PROVIDER STATING THAT THEY ARE NOW ABLE 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. The 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. The school nurse or designated building administrator retains the authority to exercise medical judgment in the best interest of the student in each individual case. The non-prescription medication is to be brought to the school nurse in the original container, including the manufacturer's original label with the ingredients listed. The student's name must be affixed to the container. Non-prescription forms are available on the school website under "Nurse's Office" in the Parent pull-down.

### **Prescription Medication**

Prescription medication shall be administered only by the school nurse or a designated building administrator. However, the school nurse or designated building administrator retains the 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. A written medication order from the prescribing healthcare provider is required for all prescription medications. 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 every school year and when any changes are made.
2. Medications should be brought in the original prescription container, labeled appropriately by the pharmacist or licensed prescriber.
3. In addition to the licensed prescriber's order, parents/guardians 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. If the medication is a multi-dose inhaler or Epi-Pen, the medication may be carried and self-administered by the student. In case of an emergency additional medication should be kept in the Nurses' office.
5. The school district retains the right to reject requests for the administration of medicine.
6. Prescription order forms are available on the school website under "Nurse's Office" in the Parent pull-down.

### **SPECIAL SERVICES**

Special education programs, in compliance with state and federal laws, are available for students with special needs. Thornton Fractional High Schools offers 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 may receive individualized assistance from special education personnel for all or a portion of their coursework.

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/guardian, 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 as 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. Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

**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 comparable College & Career Preparation classes.

**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 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 Thornton Fractional High School students with physical, vision, or hearing impairment, as well as other medical and intellectual 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 8/9- Advanced Placement, PRE ACT 9

Grade 10 - Advanced Placement, PRE ACT 10

Grade 11 - Advanced Placement, NMSQT/SAT

Grade 12 - Advanced Placement, ASVAB

## STATE ASSESSMENT

Students will be required to take standardized state assessments in accordance with federal and state testing regulations. All 11th-grade students or 12th-grade students without a valid test score on file with the State must take the American College Testing Program (ACT) assessment unless the student qualifies for the Dynamic Learning Maps Alternative Assessment (DLM-AA). This test is based on College and Career Readiness standards. Any student who is identified as Limited English Proficient must take the Assessing Comprehension and Communication in English State-to-State (ACCESS) test yearly until proficiency is reached.

## STANDARDIZED TESTING

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. 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) --\*\*\*Note: Currently, it is an Illinois State requirement that all students take this test before graduating.  
**and**

**SAT** – (Scholastic Aptitude Test)

### Additional testing includes:

**ASVAB** – The Armed Services Vocational Aptitude Battery is an abilities test given to juniors or seniors with the consent of their parents or guardians. 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 advanced placement test after enrolling in an Advanced Placement class. Currently, District 215 offers advanced placement courses and examinations in: chemistry, calculus, European history, English language and composition, English literature and composition, psychology, Spanish Language, Spanish literature, United States history, music theory, computer science principles, biology, physics 1, pre-calculus, statistics, human geography, African-American studies. Consult your counselor about details.

## VOTER REGISTRATION

**Students who are currently 18 years old or who will be 18 years old by the time of the Consolidated or General Election may be eligible to vote. Visit: [www.elections.il.gov/](http://www.elections.il.gov/) to learn more about registration qualifications and the voter registration process.**

## WORK PERMIT PROCEDURE

Students under 16 years of age, who are going to work in Illinois, must bring the following original documents to the PPS 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  
2025-2026

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

## STUDENT BEHAVIOR CODE

### PHILOSOPHY

Thornton Fractional High School District 215 is committed to maintaining positive, safe, and supportive teaching and learning environments. The goal of the Student Behavior Code is to outline expectations for appropriate behavior and provide members of the school community with an understanding of the conditions necessary for staff and students to ensure an optimal learning environment where respect, relationships, and passion for learning thrives.

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 expectations of the school. Behavior which tends to conflict with the educational environment or which interferes with the welfare of other students and faculty will not be tolerated.

The provisions of this handbook reflect the current status of the rules, practices, and procedures currently practiced and are subject to change upon recommendation of the District Discipline Committee and approval by the District 215 Board of Education.

The District reserves the right to implement progressive discipline measures (up to and including expulsion) with students who engage in negative behaviors and for instances of misconduct not specifically described in the Student Behavior Code.

### **Student Responsibilities:**

Thornton Fractional District 215 students have the responsibility to:

- Attend school regularly and to be on time
- Respect 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
- Using and/or possessing any controlled substances, illegal drugs, or drug paraphernalia on school property or school-related events on school grounds are prohibited
- Bringing any type of weapon on school property, transportation, or to any school-related events is prohibited.
- Be truthful
- Express proper care of equipment, textbooks, and facilities

### **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, social workers, deans, and administrators
- All students are expected to follow District 215 expectations during E-Learning (when applicable)

In dealing with violations of the rules and expectations 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/guardians and students will be aware of the rules, regulations, and expectations of the schools. Parents/guardians and students are required to sign indicating receipt/review of the discipline code. Parents/guardians and students are responsible for becoming familiar with this code. The purpose of this code is to modify student's behavior by providing fair, equitable, and progressive interventions and disciplinary consequences for all students.

**Suicide Prevention Hotline – Students who are thinking about suicide, are worried about a friend or loved one, or would like emotional support, should call the National Suicide Prevention Lifeline at 988 (800-784-7433) or (800) 273-TALK (800-273-8255) or by texting the Crisis Text Line (Text HOME to 741741). This information can also be found on the Student I.D. Cards.**

## **ATTENDANCE AND TRUANCY**

### **Compulsory School Attendance**

This policy applies to individuals who have custody or control of a child: (a) between the ages of six (on or before September 1) and 17 years of age (unless the child has graduated from high school), or (b) who is enrolled in any of grades, 9 through 12, in the public school regardless of age. 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 as determined by the Board, voting pursuant to policy 7:90, Release During School Hours (10 ILCS 5/7-42 and 5/17-15), other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, 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/guardians will be asked to decide 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, mental health days (5 allowed per school year), 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 absences. 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 or guardians 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." Students 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/guardian must call the school each day the student is absent. Calls are required no later than 2:30 p.m. on the day of the absence. If the school does not receive the call as required, the absence is considered unexcused. A 24-hour phone service is available at the following numbers:

**CAT 585-9401**

**CAL 585-9401**

**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 so that the parent/guardian can notify the school of the absence before 2:30 P.M. on the day of the absence.

## **TARDY POLICY**

Punctuality is a student's 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 the administration, the dean, or the 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 Dean's Office 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 truanancies 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 allegations and explanation of supporting evidence.
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 notice of out-of-school suspension. Depending upon the length of the out-of-school suspension the notice will include: specific reasons as to why removing the student from the learning environment is in the best interest of the school; a rationale as to the specific duration of the suspension; what if any appropriate and available support services will be provided to the student during the length of his or her suspension, and 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. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. The request must be made in writing and emailed to the office of the Superintendent at [appeals@tfd215.org](mailto:appeals@tfd215.org).
6. Any decision rendered must be based upon the evidence.
7. With respect to any out-of-school suspension invoked, the student has a right to be informed of the beginning and end 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/guardians 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/guardian 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 the expectations of the school, to obey promptly all directions of the school staff, to respect 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, Snapchat, Tik-Tok, Parlor, Discord, Reddit, 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 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 including verbal or written extortion, 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 cyberbullying 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. 105 IL CS 5/27-23.7, SB POLICY 7180

Students are strongly encouraged to report alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, Compliant Manager, or any staff member with whom the student is comfortable speaking. 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. Students may anonymously report tips related to bullying/harassment/school violence using the See Something, Say Something process on each school's website under the student tab. Students should click on the Bullying Prevention and Awareness tab for more details.

**Cheating** – Student cheating, plagiarism, and electronic device sharing are prohibited and will be handled 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". It is also considered plagiarism if a student misrepresents the source of the works of others, including the works of generative AI resources, as their own.

**Controlled Substances Possession of, Sale of, or Use of and/or Involvement with Controlled Substances** - A controlled substance is defined as an illegal drug that can have a detrimental effect on a person's health and welfare. 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 on school or school-sponsored activities is prohibited. While the use of medical cannabis has been legalized in the state of Illinois, students must follow the procedures outlined in the Student Handbook or Board Policy 7:270. Drug use resulting in incapacitation that requires transportation to the hospital by emergency medical personnel or refusal to accept such transportation when it is recommended by emergency medical personnel can trigger further disciplinary consequences. Local authorities will be informed unless deemed unnecessary by the Deans' Office. During the parent conference, the parent/guardian will be informed that the District has a drug procedure policy. Ill. Rev. Stat. 105 ILCS/5.

**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. Any student found opening a door for any person, then such student action will result in immediate interventions/consequences.

**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 throughout 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, and breasts 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:

- Religious headwear; district-authorized knit cap available for purchase in school bookstores.
- Hoodie sweatshirts (hoods cannot be worn on heads).
- 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
- Face Masks (Optional)

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

- Violent language or images.
- Hats, hoods as headwear, bonnets, durags, berets, visors, helmets, and caps.
- Shirts that show midriffs or tube tops.
- Images or language depicting drugs or alcohol (or any illegal item or activity).
- Images or language depicting hate speech, profanity, pornography.
- Images or language that create 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, medical reasons, or state health mandate).
- Outerwear within ten minutes of arrival or dismissal: students are not permitted to wear the following...coats, lined jackets, lined hoodies, vests, gloves, scarves, sunglasses, backpacks, over-sized purses (i.e., totes), 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 appropriately for 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/guardians 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 in silent mode to minimize potential disruptions to the educational environment. Cellphones should not be visible 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.

**The requirements for all individuals in a school building to wear face coverings are subject to change based on further guidance from the Illinois State Board of Education, School District 215, and other public health agencies.**

**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 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 Dean's Office immediately. Students may anonymously report tips related to bullying/harassment/school violence using the process on the school's website under the student tab. (See something, Say something).

**Food and Drink** – Students are not allowed to bring food or drinks into the hallways, or auditorium. Failure to comply will be considered insubordination. Students are allowed to bring the school-provided breakfast or lunch into the classroom during their breakfast or lunch hour to complete work. During regular school hours deliveries of any kind will not be accepted or given to students. This includes but is not limited to food, school or personal items, and the use of delivery services such as Grub Hub, Door Dash, and Uber Eats.

During after-school hours, food deliveries for students will be accepted but must be brought to the main office for staff to distribute.

• Selling of candy or other items for profit 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.
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 7:190.

**Hallway Usage** – Loitering or standing in the halls during class is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass may result in school interventions/consequences.

**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, demeaning or endangers the health and safety of the person. Hazing includes 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, indecent exposure, sagging pants, unwanted offensive/inappropriate 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. Repeated violation of any rule constitutes insubordination.

**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 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, schoolbooks 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 classrooms.
- 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. Students 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 ensure the safety of lockers and contents.
- Lockers must be locked at all times with school-issued hall locks. Any student given a replacement lock will be assessed a fine.

**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. Smoking paraphernalia, including but not limited to lighters, matches, cartridges including CBD or THC oils, rolling papers, etc. 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 download a digital I.D. upon enrolling in school. All students must present their digital I.D. upon request by any school personnel. If a student does not have a cell phone, they will receive a hard copy I.D. to maintain and keep on their person. This I.D. can be picked up in the attendance office.

**Theft** - Theft, attempted theft or being in possession of items belonging to another student enrolled and/or staff member employed 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. Those areas include but are not limited to, loitering in washrooms, corridors, parking lots, etc., during a student's regular schedule.

**Weapons (Possession and/or use of Stun Guns, Knives, Pepper Spray, Box Cutters, Mace, Tasers, 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. These interventions will be implemented based on student needs and staff discretion.

**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 toward graduation.

**Alternative to Out-of-School Suspension (AOS):** An alternative to out-of-school suspension (AOS), is served at an assigned school building within District 215 (TFN, TFS, TFC), in a designated room, supervised by a staff member for a specified time period. Students will have the opportunity to make up work for equivalent academic credit. During an AOS, the student will remain away from their home campus for the duration assigned. Failure to do so will be treated as criminal trespass to state-supported property (Credit Recovery attendance is an exception). Students who have been assigned to AOS are not allowed to attend or participate in any extra-curricular activities, including athletics and athletic events. When a student is assigned to AOS, his/her parents/guardians will be notified as quickly as possible. A mandatory parent/guardian conference is required at the discretion of the Administrator. Depending on the severity of the infraction, the police may be notified.

**Attendance Intervention Plan:** A positive reinforcement intervention created by members of the Dean's and/or PPS Offices and used to improve student behavior. The Attendance Intervention Plan is designed to identify barriers to daily, on-time attendance a student may have, and outline multiple strategies/support needed to improve poor attendance. The plan is reviewed with input from students and families and includes checkpoints built into the plan to monitor improvement.

**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 additional support 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 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.

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

**Conflict Resolution** - A positive-reinforcement intervention used to change student behavior and brings students together to figure out a solution to a problem or issue. The solution is mutually agreed upon as a means to avoid both parties from engaging in negative behavior towards one another.

**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 or absence and address behavior that is considered disruptive to the educational process. There are two types of detentions: 1. Teacher detentions are up to 25 minutes and 2. Dean detentions are served before school, during a portion of the student's lunch, or after school.

**Expulsion:** According to School Board Policy Number 7:190, there are offenses of such nature that will result in immediate suspension and recommendation for probable expulsion. Students guilty of 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/guardians 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.

**Loss of Privileges:** Students shall not attend and/or participate in school and/or district-sponsored activities, including but not limited to sporting events, clubs, and activities for a specified amount of time.

**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 workers, counselors, or trained peers. The parents/guardians 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 to an adult or peer to assist in the 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 and lasting for the duration of the suspension. 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/guardians 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'/guardians' 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.

**Peer Advisory** – trained students that assist with minor conflicts among peers.

**Pupil Personnel Services (PPS) Groups:** The 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 mandatory meeting between the student and parent/guardian and school staff to discuss the successful return / re-engagement of a student to the school environment.

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

**Restorative Practices:** The basic principles of Restorative Practices are to help students recognize the harm that was caused by their behavior, and participate in activities to repair the harm that was done as well as prevent future occurrences.

**Stay Away Plan:** A written agreement requiring the parent's signature will be issued by the Deans' Office and signed by a student or students that prohibits an individual from harassing, threatening, accosting, or contacting another individual through face-to-face contact, media platforms, or any other means.

**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.

**Anonymous Tip Line: See district website to See something, Say something.**

## INTERVENTIONS AND CONSEQUENCES

<p><b><u>Level One</u></b>          Behavior Contract (Teacher)          Behavior Replacement Plan          Detention (Teacher)          Mediation          Restorative Practices          Student Conference (staff, teacher, student and/or parents/guardians)          Teacher/Student/Parent/Guardian Contact          Warning/Reprimand</p>	<p><b><u>Level Two</u></b>          Attendance Intervention Plan          Behavioral Contract          Behavior Replacement Plan          Community Service          Conflict Resolution          Deans Detention          ISS (Intervention Center)          Mediation          Mentoring          PPS /MTSS Referral          Restorative Practices          Stay away Plan          Student Conference (staff, teacher, student and/or parents/guardians)</p>
<p><b><u>Level Three</u></b>          Activity Ban          Alternative to Suspension Program (AOS)          Attendance Intervention Plan          Behavior Modules          Behavior Replacement Plan          Community Service          Conflict Resolution          ISS          No pass list          PPS /MTSS Referral          Restorative Practices          1-3 days of suspension</p>	<p><b><u>Level Four</u></b>          Activity Ban          Alternative Placement          Alternative to suspension program (AOS)          PPS/ MTSS Referral          Restorative Practices          4-day suspension</p>
<p><b><u>Level Five</u></b>          Alternative to suspension program (AOS)          Alternative Placement          Expulsion          Restorative Practices          5 or more days of suspension</p>	

## GENERAL INFORMATION

### BUS TRANSPORTATION INFORMATION

- 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.
- 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/guardian to provide transportation to or from school.
- 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

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 driver's 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.

The 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/guardians 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**

Students 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**

District 215 is a closed campus, and as such, students may not leave the building for lunch. During assigned lunch periods, students are expected to report directly to the cafeteria. Students will need to scan in with their digital I.D. or have a hard copy of their I.D. to receive lunch. 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 unless given a directive by school personnel.

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 unless given a directive by school personnel. 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. Damage to or destruction of school property will not be tolerated and will result in disciplinary action and restitution of damages by parents/guardians. 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, a fully charged Chromebook, etc., 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/exits.
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 ongoing 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 REGULATIONS**

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.

### **LOST AND FOUND**

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

### **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.

### **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**

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 the 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. 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 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 \$25. Students must present a valid driver's license, their current student ID, Illinois Registration, and insurance for the 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 the 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 parking permit will be revoked, and possible consequences/interventions.
- 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 Control. Students observed in the school parking lot during school hours without permission may be considered in an unauthorized area.
- **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 main office. 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 the incident as soon as possible to the school security personnel 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. Using the networks for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the networks for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the networks for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the networks 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 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 the cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

**Vandalism** - Vandalism will result in the cancellation of privileges and other disciplinary actions. Vandalism is defined as any malicious attempt to harm or destroy the 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.
- e. Student work may only be published if there is written permission from both the parent/guardian and the student.

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

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

### **Internet Safety**

Internet Access is limited to only those acceptable uses as detailed under the Terms and Conditions section of this document. Internet safety is almost assured if users do not engage in unacceptable uses, as detailed under the Terms and Conditions sections of this document. Staff members shall supervise students to ensure proper use of the internet provided by the District. Each District computer with Internet access has a filtering device that blocks content deemed obscene, pornographic, or otherwise harmful/inappropriate as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. Internet access shall be monitored by District 215 staff.

### **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 maintained age-appropriate relationships with students, parents/guardians, staff, and others by demonstrating your professionalism in your word choices, subject matter, and overall tone.

**Responsible:** Publishing content that is copywritten (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.

# Student Data Privacy; Notice to Parents about Educational Technology Vendors

## Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the school district

# MISSION STATEMENT

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

## Bell Schedules

### 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 (Wednesdays)

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



**Thornton Fractional**  
HIGH SCHOOL DISTRICT 215  
BURNHAM • CALDWELL CITY • LANSING • RYANWOOD

# Thornton Fractional Township H.S. #215

## SCHOOL CALENDAR Year 2025-2026

July, 2025								August, 2025								September, 2025							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
		1	2	3	X	5							1	2	0		X	2	3	4	5	6	4
6	7	8	9	10	11	12		3	4	5	6	7	8	9	0	7	8	9	10	11	12	13	5
13	14	15	16	17	18	19		10	11	12	TI	TI	NIA	16	0	14	15	16	17	FPT	NIA	20	3
20	21	22	23	24	25	26		17	(18	19	20	21	22	23	5	21	22	23	24	25	26	27	5
27	28	29	30	31				24	25	26	27	28	29	30	5	28	29	30					2
							Total 0	31						Total 10								Total 19	

New Licensed Staff Orientation: Aug. 5, 6, 7  
 2nd Year Licensed Staff Orientation: Aug. 6  
 Freshman Orientation / 1st day of classes for freshmen Aug 15  
 Parent Teacher Conference: Sept. 18

October, 2025								November, 2025								December, 2025							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
			1	2	3	4	3							1			1	2	3	4	5	6	5
5	6	7	8	9	10	11	5	2	3	4	5	6	7	8	5	7	8	9	10	11	12	13	5
12	X	14	15	#16	17	18	4	9	10	X	12	13	14	15	4	14	15	16	*17	*18	*#19	20	5
19	20	21	22	23	24	25	5	16	17	18	19	20	21	22	5	21	NIA	NIA	NIA	X	NIA	27	
26	27	28	29	30	31		5	23	24	25	NIA	X	NIA	29	2	28	NIA	NIA	NIA				
							Total 22	30						Total 16								Total 15	

82 days in semester

January, 2026								February, 2026								March, 2026							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
				X	NIA	3		1	2	3	4	5	6	7	5	1	X	3	4	5	6	7	4
4	TI	6	7	8	9	10	4	8	9	10	11	12	13	14	5	8	9	10	11	#12	13	14	5
11	12	13	14	15	16	17	5	15	NIA	17	18	19	20	21	4	15	16	17	18	19	20	21	5
18	X	20	21	22	23	24	4	22	23	24	25	26	27	28	5	22	23	24	25	26	27	28	5
25	26	27	28	29	30	31	5									29	30	31					2
							Total 18							Total 19								Total 21	

April, 2026								May, 2026								June, 2026							
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total
			1	2	NIA	4	2						1	2	1		XED	XED	XED	XED	XED		6
5	NIA	NIA	NIA	NIA	NIA	11		3	4	5	6	7	8	9	5	7	8	9	10	11	12	13	
12	13	14	15	16	17	18	5	10	11	12	13	14	15	16	5	14	15	16	17	18	X	20	
19	20	21	22	23	24	25	5	17	18	19	20	21	22	23	5	21	22	23	24	25	26	27	
26	27	28	29	30			4	24	X	26	*27	*28	*#29	30	4	28	29	30					
							Total 16	31						Total 20								Total 0	

94 days in semester

Senior Exams.....May 11 and May 12  
 Last Day for Seniors .... May 12  
 Graduation..... TFS: Monday, May 18 TFN: Tuesday, May 19

BoE approved 2.25.2025

1st day of classes..... 8.18.2025  
 Last day of classes with no emergency days..... 5.29.2026  
 Pupil Attendance Days (at least 176)..... 176  
 Proposed Emergency Days .....6.1.2026-6.5.2026 5  
 Approved Inst./Parent Teacher Days (Limit of 4 Days)... 4  
**TOTAL (185 days or more)..... 185**

**CALENDAR LEGEND:**

Labor Day.....September 1  
 Indigenous Peoples' Day.....October 13  
 Veterans' Day.....November 11  
 Thanksgiving Day.....November 27  
 Christmas Day.....December 25  
 New Year's Day.....January 1  
 M.L. King's Birthday..... January 19  
 Presidents' Day.....February 18  
 Casimir Pulaski.....March 2  
 Memorial Day.....May 25  
 Juneteenth .....June 19

Legal School Holidays X  
 Institutes TI  
 Not in Attendance NIA  
 Classes Begins ( )  
 School Closes with emergency days )  
 Full-day PT Conference FPT  
 Semester Exams \*  
 End of Grading Period #  
 Proposed Emergency Days XED

TPAC 215 2025-26 School Calendar 7.20.25.06