



**Receipt of this handbook is verified by an electronic signature  
upon the student's registration.**

**COMMUNITY HIGH SCHOOL DISTRICT 117  
STUDENT HANDBOOK POSSESSION RECEIPT  
2017-2018**

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

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

\_\_\_\_\_  
Date

**Parent/Guardian Acknowledgement**

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

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

\_\_\_\_\_  
Date



# STUDENT/PARENT HANDBOOK

## 2017-2018



Community High School District #117, being a community of learners with a vision of excellence, is committed to providing an educational experience that encourages all learners to develop to their fullest potential, to engage in lifelong learning, and to be responsible members of society

### This Handbook Belongs to:

ANTIOCH COMMUNITY HIGH SCHOOL  
1133 MAIN STREET  
ANTIOCH, IL 60002

Main Phone: (847) 395-1421

Fax Number: (847) 395-2435

[HTTP://WWW.CHSD117.ORG](http://www.chsd117.org)

### IMPORTANT NOTICE

THE STUDENT-PARENT HANDBOOK IS INTENDED AS A SUMMARY OF BOARD POLICIES GOVERNING THE DISTRICT. BOARD POLICIES ARE AVAILABLE TO THE PUBLIC AT THE DISTRICT OFFICE AND ARE ALSO AVAILABLE ON THE DISTRICT WEBSITE. SCHOOL RULES PUBLISHED IN THIS HANDBOOK ARE SUBJECT TO SUCH CHANGES AS MAY BE NEEDED TO ENSURE CONTINUED COMPLIANCE WITH FEDERAL, STATE OR LOCAL REGULATIONS AND ARE SUBJECT TO SUCH REVIEW AND ALTERATION AS BECOMES NECESSARY FOR THE ROUTINE OPERATION OF DISTRICT 117.

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**COMMUNITY HIGH SCHOOL DISTRICT 117  
ACHS SCHOOL CALENDAR 2017-2018**

August	14 & 15	<b>Teacher Institute Day</b>	<b>No School</b>
	16	Freshman Orientation-Freshman Only	TBA
	17	First Full Day of School --All Students	7:30am
	21	Late Start	8:55am
	28	Late Start	8:55am
September	4	<b>Labor Day</b>	<b>No School</b>
	11	Late Start	8:55am
	18	Late Start	8:55am
	25	Late Start	8:55am
October	5	Parent/Teacher Conferences (pm)	5:00PM
	6	Parent/Teacher Conferences (am)	<b>No School</b>
	9	<b>Columbus Day</b>	<b>No School</b>
	16	Late Start	8:55am
	23	Late Start	8:55am
	30	Late Start	8:55am
November	6	Late Start	8:55am
	13	Late Start	8:55am
	20	Late Start	8:55am
	22, 23, 24	<b>Thanksgiving Break</b>	<b>No School</b>
	27	Late Start	8:55am
December	4	Late Start	8:55am
	11	Late Start	8:55am
	20, 21, 22	<b>Semester 1 Final Exams</b>	
	25	<b>Winter Break Begins</b>	
January	8	<b>Teacher Institute Day</b>	<b>No School</b>
	9	Second Semester Begins	7:30am
	15	<b>Martin Luther King Jr. Day</b>	<b>No School</b>
	22	Late Start	8:55am
	29	Late Start	8:55am
February	5	Late Start	8:55am
	12	Late Start	8:55am
	19	<b>President's Day</b>	<b>No School</b>
	26	Late Start	8:55am
March	2	<b>Teacher Institute</b>	<b>No School</b>
	5	<b>Casmir Pulaski Day</b>	<b>No School</b>
	12	Late Start	8:55am
	19	Late Start	
	26	<b>Spring Break Begins</b>	<b>No School</b>
April	2	Classes Resume/Late Start	8:55am
	9	Late Start	8:55am
	16	Late Start	8:55am
	23	Late Start	8:55am
	30	Late Start	8:55am
May	7	Late Start	8:55am
	12	Prom	5:00pm
	14	Late Start	8:55am
	15, 16	Senior Finals Exams	
	20	ACHS Graduation	1:00pm
	22, 23, 24	Semester 2 Final Exams	<b>(Tentative)</b>
	24	Last Day of School	<b>(Tentative)</b>
	28	<b>Memorial Day</b>	<b>No School</b>

# ANTIOCH COMMUNITY HIGH SCHOOL

**Please Note:** If you need immediate attention during regular business hours, please dial 847-395-1421 and press "0"

<b>ACHS ADMINISTRATION</b>	
Mr. Eric Hamilton - <i>Principal</i>	838-7179
Ms. Aryan Haren - <i>Assistant Principal</i>	838-7268
Ms. Meghan Bargar – <i>Assistant Principal</i>	838-7767
Mr. Steve Schoenfelder - <i>Assistant Principal</i>	838-7630
Mr. Wilbur Borrero - <i>Dean of Students</i> (Lindgren, Langenkamp)	838-7622
Ms. Patricia McGuigan - <i>Dean of Students</i> (Slocum, Peck)	838-7624
Mr. Chris Waters - <i>Special Education Department Chair</i>	838-7296
<b>STUDENT SERVICES</b>	
Student Services	838-7762
Mr. Brett Heintz - <i>Counselor</i>	395-9041
Mrs. Kelly Lindgren – <i>Counselor</i>	838-7647
Ms. Taylor Travers – <i>Counselor</i>	838-7688
Mrs. Kelly McCracken– <i>Counselor</i>	838-9186
Mrs. Darcy Peck– <i>Counselor</i>	838-7644
<b>SUPPORT PERSONNEL</b>	
Mrs. Peg Larson– <i>Social Worker</i>	838-7792
Mr. Joseph Loffredo– <i>Social Worker</i>	838-7645
Ms. Robin Bunker – <i>School Psychologist</i>	838-7169
Mr. James White – <i>School Psychologist</i>	838-7687
<b>DEPARTMENT LEADERS</b>	
Ms. Donna Corcoran - <i>Career and Technology Education</i>	838-7780
Ms. Dee Andershock - <i>English</i>	838-7165
Mr. Trey Hickey - <i>Fine Arts</i>	838-7161
Mrs. Jill Farrell - <i>Math</i>	838-7163
Mrs. Teri Klobnak - <i>P.E./Health/Driver Ed.</i>	838-7636
Mr. Greg Bays – <i>Science</i>	838-7788
Mr. Grant Murray - <i>Social Studies</i>	395-9148
Mr. Chad Rusk - <i>World Languages</i>	395-9229

# ANTIOCH COMMUNITY HIGH SCHOOL IMPROVEMENT GOALS

It is important for parents and students to know our commitment to continually improve and provide an exemplary education for all that attend ACHS. Our School Improvement Plan guides us in this quest. The following goals, as written by the Student Achievement Committee, began in the 2012-2013 school year.

## **SCHOOL GOALS**

**Goal 1:** Align curriculum with standards, particularly Common Core Standards, and differentiate instruction to help all students reach standards.

**Goal 2:** Use technology to meet curriculum standards and to differentiate instruction.

**Goal 3:** Promote engaging, respectful school climate through PBIS and diversity programs.

## **INDIVIDUAL GOALS**

Like our school goals, all students should work with their parents, ACHS staff, and friends to develop goals for each school year, as well as a total high school experience. These goals are important to help maintain focus, provide motivation, and evaluate success as you prepare for life after high school. Included in these goals should be all of the following:

- 1) Classroom Achievement
- 2) Attendance
- 3) Character development
- 4) Participation in extra-curricular activities
- 5) Service to our community
- 6) Performance on standardized tests

## **SCHOOL SPIRIT**

In order to be successful, a school must run harmoniously. There must be a unity of spirit, team-work, and cooperation among classmates. There must be a respect for the building and furniture as well as self, daily preparation of lessons, observance of the best possible speech, a sportsmanlike attitude at all times, and the development of other valuable citizenship traits. The welfare of the entire student body is of the greatest concern. Make your high school the best school from which you could graduate.

## **SCHOOL LOYALTY**

If our school is to become even greater and better, school citizens must be loyal, devoted, faithful, full of courage, and regard honor in every relation of school life. To be a good citizen you must be able to carry out the following pledge: **“I will follow and help others follow those policies which further the good of all.”** Such policies include: proper conduct in the halls, assemblies, classrooms, and lunchrooms; respect for superiors, classmates, buildings, furniture and property as well as respect for yourself, faithful daily preparation of lessons; observance of the best possible speech; a sportsmanlike attitude at all times; and the development of other valuable citizenship traits. If you would like assistance developing your plan for a successful year at ACHS, please contact any counselor, teacher, or administrator.



**\*REMEMBER: RESPECT, RESPONSIBILITY, AND PRIDE\***

<b>ACHS BEHAVIOR EXPECTATIONS</b>					
	<b>Classroom</b>	<b>Cafeteria/ Commons</b>	<b>Hallways/ Bathrooms</b>	<b>Computer Lab/Library</b>	<b>School Grounds/ Off Campus Events</b>
<b>Respect</b>	<p>Follow directions &amp; rules</p> <p>Use appropriate language and tone</p> <p>Recognize other people's right to learn</p> <p>Talk at an appropriate time and in a respectful manner</p>	<p>Follow directions &amp; rules</p> <p>Exhibit good table manners</p> <p>Use a quiet tone of voice</p> <p>Speak respectfully to cafeteria staff</p>	<p>Follow directions &amp; listen to adults in the halls</p> <p>Avoid public displays of affection</p> <p>Use appropriate language</p> <p>Allow others access to their lockers or classrooms</p>	<p>Follow directions &amp; rules</p> <p>Use a quiet tone of voice</p> <p>Clean up after yourself</p>	<p>Follow directions &amp; rules</p> <p>Use appropriate language</p> <p>Pick up after yourself</p>
<b>Responsibility</b>	<p>Be on time and prepared to learn</p> <p>Participate actively</p> <p>Ask for help when needed</p> <p>Interact respectfully with others</p>	<p>Clean up your eating area</p> <p>Wait your turn in line</p> <p>Return trays neatly to the proper area</p>	<p>Carry a valid hall pass</p> <p>Walk straight to your destination</p> <p>Use your own locker</p> <p>Pick up litter</p>	<p>Have your ID or pass ready</p> <p>Access only appropriate websites</p> <p>Follow library and computer lab rules</p>	<p>Park in designated areas</p> <p>Be aware of your surroundings</p> <p>Get to your bus on time</p>
<b>Pride</b>	<p>Be thoughtful of others' space and property</p> <p>Dress appropriately for school</p> <p>Listen to the announcements</p> <p>Value diversity</p>	<p>Push in chairs</p> <p>Help clean up if you notice a mess</p> <p>Value diversity</p>	<p>Encourage others to do the right thing</p> <p>Use appropriate language and tone of voice</p> <p>Value diversity</p>	<p>Report any incidents</p> <p>Use your time to help improve your academics</p> <p>Value diversity</p>	<p>Leave a positive impression of ACHS</p> <p>Dress appropriately</p> <p>Value diversity</p>

# GENERAL INFORMATION

## FOOD SERVICE

**Students are not permitted to leave the school grounds before school starts or during lunch periods.** All food purchased must stay in the area from which it was purchased. Students are not to have food delivered from commercial or private sources. Violations of privileges and responsibilities in the cafeteria/commons may result in disciplinary action. Students in financial need may be eligible for free or reduced lunch.

**Note:** Applications for free or reduced lunches are available in the main office.

**We discourage parents from delivering fast food to students without prior administrative approval.**

Students are expected to demonstrate acceptable manners and attitude during lunch period. Undesirable actions such as poor manners, disorder, throwing food/containers, and littering the cafeteria or halls indicates a lack of manners and offenders will be referred for disciplinary action.

The following guidelines are expected of each student:

1. Students are responsible for disposing of their own refuse.
2. Each student is responsible for the return of their tray, etc. to its proper place.
3. Each student should replace the chair under the table when finished eating.
4. Each student should develop eating habits which are conducive to keeping the cafeteria and commons neat and clean.
5. Accidents do happen! If food etc. is dropped on the floor, the student is expected to pick up this food and place it in the waste container and/or try to obtain help.

## Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.
- Excessive absences

## Homework

Although some class time may be provided for daily assignments, it will be necessary to prepare the major portion of most assignments at home or during a non-scheduled period. Most students who are enrolled in a full course load will need from five to eight hours per week to complete homework. It is suggested that parent(s)/guardian(s), in consultation with their student, identify a place for study where students have the opportunity to concentrate. Parents/guardians are encouraged to contact a counselor if help is needed in this area.

## Honor Roll

High honor and honor rolls are published each semester. All grades are computed for the honor rolls. Only full-time students are eligible for honor roll status.

Honors: Cumulative GPA of 3.6

High Honors: Cumulative GPA of 4.0 and no grade lower than a "C"

### **Cum Laude Program**

Students need to complete the requirements in all six categories by the time they graduate high school in order to qualify for the Cum Laude program. They are: **Scholarship** – Earn at least 26 credits, **Character** – No suspensions, **Community Volunteerism** – Complete 10 hours of community service each school year or 40 hours by the end of senior year, **Responsibility** – Maintain at least a 95% cumulative attendance record, **Excellence** – Complete three capstone classes as identified by the district, **Pride** – Participate in one extracurricular activity each school year or four by the end of senior year.

### **Tutoring**

It is the goal of Community High School District 117 for every student to be successful. The faculty and staff offer many opportunities to students to help ensure success. Formal and/or informal tutoring during the school day, as well as before and after school, is available. It is the student's responsibility to seek individual assistance. Teachers may encourage students to seek assistance by calling parents or guardians, scheduling tutoring sessions, writing progress reports, etc. Parents/guardians should encourage the student to cooperate with the teachers in this regard. A late bus is provided free of charge to students who stay for tutoring.

### **Information and Learning Center Usage/Fines**

The ILC is open on school days from 7:00 a.m. to 3:45 p.m. The ILC provides resources for school-related work as well as pleasure reading. Study hall students wishing to use the ILC will need their student ID to sign in, a pass from an academic teacher and will be expected to arrive at the beginning of the class period. Attendance will be taken in the ILC. Study hall students' usage of the ILC may be limited when classes are present.

Students may have up to five materials checked out at one time. The check-out period is three weeks. Students will receive overdue notices via their student email. If a material is more than six weeks overdue, the ILC will send a final notice to the student that he or she will be billed for the replacement cost of the material. Parent notification may follow. Students may not be permitted to check out any materials until these late materials are returned.

### **Online Databases**

Online databases can be accessed at school or from home through the ILC website, <http://achsilc.weebly.com/>.

When selecting a database to use off-site, you may be required to enter a username and/or password. For remote access, (i.e. usernames and passwords and database tutorials) please go to the database libguide. <http://libguides.chsd117.org/infolit/databases>

### **Passes**

No student is to be out of their scheduled location unless they are carrying a pass from the teacher who is responsible for them at the time. **Students are not to share their handbook with anyone else.** Students without a valid pass or students that are using another student's passbook will be subject to disciplinary consequences.

## **Lake County Technology Campus (LCTC)**

Community High School District 117 junior and senior students may enroll in vocational education courses that meet at the Lake County Technology Campus (LCTC) in Grayslake. The following guidelines apply to the LCTC program:

### **Attendance**

- Students are to follow District 117 attendance rules and guidelines.
- Students are required to attend their classes at ACHS/LCHS even when LCTC is not in session.
- When special schedules arise at ACHS/LCHS, students will be informed of attendance expectations.
- Students may be removed at any point or may not be permitted to return for a second year because of poor attendance or misconduct.
- Parents/Guardians are required to call the tech campus to report an absence.

### **Grades**

- Students are expected to maintain a “C” average at LCTC in order to return for the next school year.
- Cosmetology students must complete a minimum of 750 clock hours before the beginning of their second year in the program.

### **Double Session**

- Students attending a double session at LCTC to complete a class assignment must make prior arrangements with their ACHS/LCHS Coordinator.
- Students are to bring a note from their LCTC Instructor indicating the purpose for a double session.
- LCTC Instructors are to contact the Tech Campus Coordinator if emergencies occur.

### **Transportation**

- Students are to be on their assigned bus at the designated time for their assigned session.
- Cosmetology program students are required to provide their own transportation.
- Students may not drive or ride with any other student(s) to LCTC for any reason.
- Students who miss the LCTC bus are to report immediately to the Dean's Office.
- Students who miss the returning LCTC bus must report to the Tech Campus Office immediately.
- Students missing the LCTC bus without an acceptable excuse may be disciplined by ACHS/LCHS.
- Parents/guardians are required to call the Tech Campus Coordinator at their home school if they drive their own child to LCTC.

### **Driving**

- Driving permits for LCTC may be issued with prior arrangements and on a limited basis.
- Driving permit forms should be obtained from the LCTC Instructor.
- Three signatures are required: Tech Campus Instructor, Parent, and ACHS/LCHS Tech Campus Coordinator.
- Only one student's name may appear on the driving permit.
- The student portion of the driving permit is to be displayed on the student's dashboard.

### **Field Trip**

- A field trip permission slip should be obtained from the LCTC Instructor prior to the scheduled event.
- Three signatures are required: Tech Campus Instructor, Parent, and Home School Tech Campus Coordinator.
- When a field trip sponsored by ACHS/LCHS causes a student to miss his/her session at LCTC, permission from the Tech Campus Coordinator is also required.
- ACHS/LCHS will notify the Technology Campus of schedule conflicts.

**District 117 reserves the right to withdraw students from LCTC due to disciplinary issues. Disciplinary issues may occur at the home school or tech campus and/or may involve transportation issues.**

## **Bus/Parking Information**

The district provides bus transportation to and from school for all students. A list of bus stops will be published at the beginning of the school year before student registration. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by one of the building deans.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building dean.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their student(s) before the beginning of the school year and regularly during the year.

In the interest of the student's safety and in compliance with State law, students are expected to observe the following rules:

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.
8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. Behavior that will not distract the bus driver from operating the bus safely is required.
10. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
11. Do not open windows below the designated line.
12. Keep the bus neat and clean.
13. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
14. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
15. Be waiting at your bus stop on time.
16. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
17. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
18. Eating is not permitted on the bus.
19. Parents will be liable for any defacing or damage students do to the bus.

Students may be suspended from riding the school bus for up to ten (10) consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the school board may suspend the student from riding the school bus for a period in excess of ten (10) days for safety reasons. The district's regular

suspension procedures shall be used to suspend a student's privilege to ride a school bus. A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school. Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. For questions regarding school transportation issues, contact: Durham Transportation at 847-838-5198

### **Student Parking Agreement**

Vehicles must be parked between the painted lines, and must be driven under the speed limit of 5 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or **towed at the discretion of the school**, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The lots designated "Staff Parking Only" is for school staff, personnel, and others designated by administration. These lots MAY NOT be used by students during school hours. Student vehicles parked in these lots may be ticketed or towed, at the vehicle owner's expense, at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware that their vehicles are not protected in any way, while in the parking lot. Items of value should not be left in vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed, at the vehicle owner's expense.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct including attendance and tardiness may lead to the withdrawal of parking privileges.

Each student driver:

1. Will have their parking tag/sticker **clearly visible** on the vehicle being driven.
2. Will follow all traffic rules and display prudent safe driving practices at all times.
3. Will follow all posted rules regarding **speed limits, traffic direction, and parking assignments.**
4. Will not be part of any illegal activities on the ACHS parking lots or misuse of the parking permit.
5. Will not pass a bus which has its stop arm displayed.
6. Will follow all other regulations concerning driving/parking listed in the handbook.
7. Will respect all other vehicles on the ACHS parking lot.

8. Will maintain good student conduct and academic performance.
9. Will agree to random mandatory drug tests.
10. Will park at their assigned area or be towed, **without warning**, at the owner's expense.

## **Safety Drill Procedures and Conduct**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

### **Blue Point**

Blue point is a Rapid Alert System that instantly notifies law enforcement and building occupants of an emergency situation, expedites a rapid response, triggers emergency management protocols and ultimately saves lives.

### **Tornado**

In the event there is a tornado alert and time does not enable us to transport students home, it will be necessary to go into our emergency procedure.

- **WATCH:** means we will be watching for a tornado in the area.
- **WARNING:** means we must take specific action to protect everyone in the building. The action taken is as follows:
  - The warning will be given over the P.A. or by repeated short rings of the bell tone.
  - Students, teachers, and other personnel are to proceed immediately to their designated area.
  - Teachers should take their red buckets with them so roll call may be taken.
  - Windows and doors are to be closed.

### **Fire Drills**

Fire drills are an integral part of the school safety program. Each student should be aware of the posted procedures for these drills. The signal for a fire drill is given by the automatic fire alarm. Students must move promptly and quickly according to the posted fire escape route unless that route is blocked. Students should then follow the alternate route or as instructed by a faculty member or fire safety personnel. It is important that fire drills be conducted with absolute silence and precision. Students should leave books and materials at their desks when leaving the building. The teacher will follow the class out of the room and close the doors and windows.

- Students must continue moving quickly away from the building until the exit is clear and the last to leave are at a safe distance (at least 100 feet from the building is recommended).
- Fire drills are required by statute unless weather conditions endanger the health of the students.
- Teachers should take their red buckets with them for an accurate attendance count outside at their designated staging area.

### **Visitor Policy**

1. **Student Visitors to School-** Students enrolled in other high schools will not be permitted to visit Community High School District 117 schools during the regular school day. Other school age visitors will not be permitted to visit with students during the school day or to be on school grounds during the school day.
2. **Alumni Visitors to School-** Alumni wishing to visit members of the faculty and staff must obtain a visitor pass from the Main Office. All visitors are encouraged to visit at

the conclusion of the school day or during a teacher's planning period, unless given prior approval by a faculty member to visit his/her classes.

3. **Adult Visitors to School-** Parents, guardians, and community members are encouraged to visit Community High School District #117 Schools. Each visitor must sign-in at the Main Office, show photo identification, receive and display a Visitor's Pass. Any visitor without proper authorization will be asked to leave the campus.

## **Attendance**

Illinois law requires that whoever has custody or control of any child between six (by September 1<sup>st</sup>) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session. There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

Community High School District #117 values the importance of education and believes students need to be in class to properly develop academically and socially. To that end, we will do everything in our power to ensure students have opportunities to grow every day by stressing consistent attendance. Our policy reflects these values.

Regular and punctual attendance is a necessary prerequisite in establishing an atmosphere that promotes excellence in education. Illinois School Code, Section 26-1 provides that: "Whoever has custody or control of any child...shall cause such child to attend some public school...the entire time that it is in session." Law requires regular attendance for all students enrolled in public school regardless of age.

Parents/guardians are expected to inform the school of any absences/tardiness and the reasons for such absences/tardiness by 9:00 a.m. by dialing **(847) 395-1421 and press 1** for attendance. It is the students have the responsibility to acquire appropriate paperwork, present it to the teacher, and to make arrangements for make-up work with the individual teachers. Antioch Community High School will monitor the student's attendance and inform the parent(s)/guardian(s) of any attendance problems and work with the student and the parent(s)/guardian(s) to solve problems when and if they occur.

### **Absences/Tardiness**

An absence from school is either excused or unexcused.

The following are **excused** absences/tardiness:

- Personal illness
- Court appearance
- Death in the family please call the Student Services Office
- School-sponsored field trip or activity
- Attending a military honors funeral to sound TAPS
- Unavoidable medical appointments
- A parent/guardian request for pre-arranged absence (see Pre-Arranged Absences)



- Religious Holidays

### **Authorizing An Absence**

Parent(s)/guardian(s) are requested to contact the **24-hour attendance line by dialing (847) 395-1421** to report an absence, late arrival or an early dismissal. Attendance information should be reported before 9:00 a.m. If this is not possible, a call needs to be received within a **24 hour period** or the absence **MAY NOT** be excused. During school hours parent(s)/guardian(s) may speak directly to an attendance clerk by dialing **(847) 838-7187**. Students absent from school may not be on school property unless arrangements have been made through a school administrator. **In order to participate in after school, evening activities and or weekend events a student must be present during the last four-scheduled class periods of the day unless they have a verified medical note or approved by the principal.**

If the absence will be for more than three (3) days, the parent(s)/guardian(s) should call as soon as possible, prior to the absence, and students are to pick up a pre-arranged absence form from the Attendance Office. This form will be presented to all teachers absent from school to sign prior to their giving assignments to the student. This form must be returned to the Attendance Office before leaving school.

### **Attendance Interventions**

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit.

All other absences/tardiness not listed above including truancies may be considered unexcused. The teacher is required to make the missed assignments available to the student for completion. Students who have unexcused absences will be subject to progressive disciplinary consequences which may include detention(s), three hour detention(s), ILE, parent conference, student contract, referral to law enforcement, suspension, referral to Project PASS, and/or removal from the class (withdrawn failing and placed in a study hall).

After **FIVE** separate absences (**excused or unexcused**) the parents/students will be notified that there is a concern with attendance. After **NINE** absences per semester, parents/students will be notified that they will be on **EXCESSIVE ABSENCES (XA)**. All subsequent absences will be unexcused unless a doctor's note is provided or the absences were previously approved by a school administrator. **Current district policy states that after FIFTEEN absences, the school has the discretion to remove students from class.**

## **Pre-Arranged Absences Examples:**

### **Medical Appointments**

Medical verification must be produced within five (5) school days or it may not be accepted.

1. The parent(s)/guardian(s) are to notify the Attendance Office prior to the absence and the student's attendance record will be reflected as "EX".
2. The student is to present verification of the appointment from the physician's office to the Attendance Office upon returning to school and the student's attendance record will change from an "EX" to a "MA."

### **Court Appearance**

1. The parent(s)/guardian(s) are to notify the Attendance Office prior to the court date and the student's attendance record will be reflected as "EX."
2. The student is to present verification of the court appearance to the Attendance Office upon return to school the student's attendance record will change from an "EX" to a "C".

3. According to Community High School District 117 Extracurricular Code (III.A.), students missing the last four periods of the day are not eligible to participate in a school activity. With this court verification a student's attendance code will change from "EX" to "C" and will be allowed to participate in co-curricular or extra-curricular activities for the day.

### **Family Vacation**

1. The parent(s)/guardian(s) are encouraged to take vacations when school is not in session.
2. The parent(s)/guardian(s) are requested to notify the attendance office at least five (5) days prior to the vacation.

### **College Visitation**

1. Students should attempt to confine college visitation to times when school is not in session.
2. The parent(s)/guardian(s) are to notify the attendance office at least 24 hours prior to date of the visitation.
3. Juniors and seniors are allowed three absences designated as college visits. The student is to present verification of the college visit to the Attendance Office upon return to school

### **Religious Holidays**

1. The parent(s)/guardian(s) are requested to notify the attendance office at least 24 hours prior to the absence.
2. Students should inform teachers ahead of time.

### **Pre-Arranged Homework Requests**

If a student is going to be absent from school for three or more days due to suspension, illness, or family emergency, the student or parent(s)/guardian(s) may call Student Services at 847-838-7641 to request homework assignments. Requests should be made as early as possible. Teachers are given 24 hours to submit assignments. Students may obtain homework assignments from teachers in advance of any pre-arranged absence.

### **Make-Up Policy/Incomplete Work**

For each day of absence due to an excused absence, a student will be allowed one day to bring assignments up to date (unless an agreement is made with a faculty member due to extenuating circumstances). As a general rule, no more than ten days will be allowed for such make-up work. If a student is absent, it is the student's responsibility to make arrangements with teachers for making up the work missed. Incomplete status at the end of a marking period is reserved for extenuating circumstances and must normally be satisfied within two weeks following the end of the marking period. Grades will be assigned based on completed work at that time. Individual consideration will be given to those students who are incapacitated beyond the end of the term.

### **First Period Tardies**

All students tardy to first period must report to the attendance office to sign in and to get a pass to class. These students will be subject to progressive disciplinary consequences which may include lunch detention(s), after school detention(s), three hour detention(s), in school suspension, revoking of parking privileges, parent conference, and/or behavior contract.

After **FIVE** separate tardies (**excused**) to first hour, the parents/students will be notified that there is a concern with attendance. After **NINE** tardies per semester, parents/students will be notified that they will be on **EXCESSIVE TARDIES**. All subsequent tardiness will be unexcused unless the approved by a school administrator.

## **TARDIES TO CLASS DURING THE SCHOOL DAY**

A student entering a class with a valid pass will not be counted as tardy. Students tardy for any other reason will be marked as tardy and remain in class. At the start of each semester, tardy interventions to class will be handled as follows:

1. **First Tardy:** Classroom teacher will record and conference with the student
2. **Second Tardy:** Classroom teacher will record and assign one teacher detention
3. **Third Tardy:** Classroom teacher will record, assign one teacher detention and notify the student's parent/guardian
4. **Subsequent Tardies:** Student is to remain in class and a referral will be forwarded to the Dean of Students

Students more than 10 minutes late to class may be referred to the Dean of Students. Students who are persistently tardy to class may be considered insubordinate and the appropriate discipline will be assigned.

## **PERMISSION TO LEAVE SCHOOL GROUNDS**

Any parent(s)/guardian(s) requesting early dismissal for their student are asked to call the attendance office prior to the dismissal. The following procedures must be followed:

1. All students leaving the building must sign out in the Attendance Office and obtain a "Permission to Leave Grounds" pass.
2. After a student signs out in the Attendance Office, he/she must exit from the main door.
3. Students who have left the building during the school day must sign in and receive a pass in the Attendance Office prior to returning to class.
4. Parents/guardians picking up a student(s) without prior notification must present identification to the attendance office personnel and secure permission from an administrator.

**STUDENTS LEAVING THE BUILDING WITHOUT PRIOR AUTHORIZATION WILL BE CONSIDERED TRUANT AND SUBJECT TO DISCIPLINARY ACTION.**

## **Electronic Devices**

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), iPod®, iPad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school, during the student's lunch period, and passing periods.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

## **Authorization for Electronic Use Form**

**This form is included in the online registration form**

Dear Parents/Guardians:

Our School District has the ability to enhance your child's education through the use of the District's electronic networks, including its computers, local and/or wide area networks, and the Internet. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Students and their parents/guardians need only sign this *Authorization for Electronic Network Access* once while the student is enrolled in the School District, though updated *Authorizations* may be required to incorporate changes in the terms of use.

The District filters access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. However, it is impossible to guarantee the filtering of all such material, and it is possible that a user may gain access to inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child/ward should follow, and the School District respects each family's right to decide whether or not to authorize their student's access to the District's electronic networks, including the Internet.

With this educational opportunity also comes responsibility. The inappropriate use of the District's electronic network, as defined in the School Board's *Access to Electronic Networks* Policy and its administrative procedures and implementing rules and regulations, may result in the loss of the privilege to use this resource or other disciplinary action. Remember that you are legally responsible for your child's actions. If you agree to allow your child to have access to the District's electronic network, including Internet access, sign the *Authorization* form below and return it to your school.

### **Technology**

#### **Authorization for Electronic Use Form**

##### **Internet Access**

Student access to the Internet is provided for research, instruction, and learning. Before gaining access to the network, students and parents must complete an "Authorization for Internet Access," which states rules and restrictions for use. Students who breach the agreement face disciplinary action and/or loss of network privileges.

##### **This form is included in the online registration form**

Dear Parents/Guardians:

Our School District has the ability to enhance your child's education through the use of the District's electronic networks, including its computers, local and/or wide area networks, and the Internet. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Students and their parents/guardians need only sign this

*Authorization for Electronic Network Access* once while the student is enrolled in the School District, though updated *Authorizations* may be required to incorporate changes in the terms of use. The District filters access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. However, it is impossible to guarantee the filtering of all such material, and it is possible that a user may gain access to inappropriate material. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child/ward should follow, and the School District respects each family's right to decide whether or not to authorize their student's access to the District's electronic networks, including the Internet. With this educational opportunity also comes responsibility. The inappropriate use of the District's electronic network, as defined in the School Board's *Access to Electronic Networks* Policy and its administrative procedures and implementing rules and regulations, may result in the loss of the privilege to use this resource or other disciplinary action. This responsibility includes the proper use of mobile devices and these devices capability of electronic recordings. No electronic recordings of any sort are allowed without the knowledge and consent of the classroom teacher. Remember that you are legally responsible for your child's actions. If you agree to allow your child to have access to the District's electronic network, including Internet access, sign the *Authorization* form below and return it to your school.

### **Parent Authorization**

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. **The failure of any user to follow the terms of Board Policy 6:235, *Access to Electronic Networks*; Administrative Procedure 6:235-AP1, *Acceptable Use of Electronic Networks*; or any rules or regulations promulgated by the Superintendent or his/her designee will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

I have read and accept the District's *Access to Electronic Networks* policy, its implementing administrative procedures, entitled *Acceptable Use of Electronic Networks*, and any other rules or regulations promulgated by the Superintendent or his/her designee. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize and agree that it is impossible for the District to restrict access to all controversial and inappropriate materials and that my child might access objectionable material through the District's electronic networks. I understand that any unacceptable use of the electronic networks is grounds for suspending or revoking network privileges and may result in discipline, up to and including expulsion from school, as well as criminal or civil penalties.

In addition, I agree to indemnify the District for any losses, costs, damages, charges, or fees caused or incurred by my child relating to or arising out of my child's use of the District's electronic networks or any violation of the policy, procedures, rules, or other terms or conditions of electronic network access. In consideration for my child's access to the electronic network, I hereby release the District and its individual Board members, officers, employees, agents, successors, and assigns from any claims and damages arising out of or related to my child's use of, or inability to use, the electronic network.

I have discussed the terms of the *Access to Electronic Networks* policy and procedures with my child. I hereby request that my child be allowed access to the District's electronic network, including the Internet.

## **Student Authorization**

I have read, or have had explained to me, the Policy and procedures regarding the use of the District's electronic networks. I will follow these rules when I use the electronic networks, and I understand that I can be disciplined if I don't. Discipline may include loss of electronic network use privileges, detention, suspension, expulsion, or other consequences. I understand that any information or documents I create or place on the network, including email, belong to the School District and may be looked at by District employees or others at any time, and that such information or documents will not be private in any way. I understand that no electronic recordings of any sort are allowed without the knowledge and consent of the classroom teacher. I understand that if I misuse the electronic network or cause harm to the network or anyone else or their information or documents, not only might I be disciplined, but my parents/guardians and I will be responsible for paying for the misuse or damage.

## **Prevention of and Response to Bullying, Intimidation, and Harassment**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. 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 the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

*Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, 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.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

### **Complaint Managers:**

WILBUR BORRERO	PATRICIA MCGUIGAN
1133 MAIN STREET	1133 MAIN STREET
ANTIOCH, IL 60002	ANTIOCH, IL 60002
847-838-7622	847-838-7624

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*

## **Sexual Harassment & Teen Dating Violence**

### **Sexual Harassment**

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  - a. Substantially interfering with a student's educational environment;
  - b. Creating an intimidating, hostile, or offensive educational environment;
  - c. Depriving a student of educational aid, benefits, services, or treatment; or
  - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

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

acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

### **Teen Dating Violence**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

### **Making a Complaint; Enforcement**

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

#### **Complaint Managers:**

WILBUR BORRERO	PATRICIA MCGUIGAN
1133 MAIN STREET	1133 MAIN STREET
ANTIOCH, IL 60002	ANTIOCH, IL 60002
847-838-7622	847-838-7624

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

### **Suicide and Depression Awareness and Prevention**

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

Cross-Reference: PRESS 7:290, <i>Suicide and Depression Awareness and Prevention</i>
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## **Regulations and Procedures**

### **Accidents**

When an accident occurs in any part of the building, it should be reported at once to an adult staff member of the school. Students may be held accountable if any damage occurs

### **Display of Affection**

Any undue display of affection on school grounds will not be tolerated. Referral to parents and possible disciplinary action shall occur if this problem persists.

### **Dress Code**

If a staff member deems that clothing or jewelry is unacceptable they will request that the students correct the issue immediately. If the student cannot or is unwilling to correct the issue then the



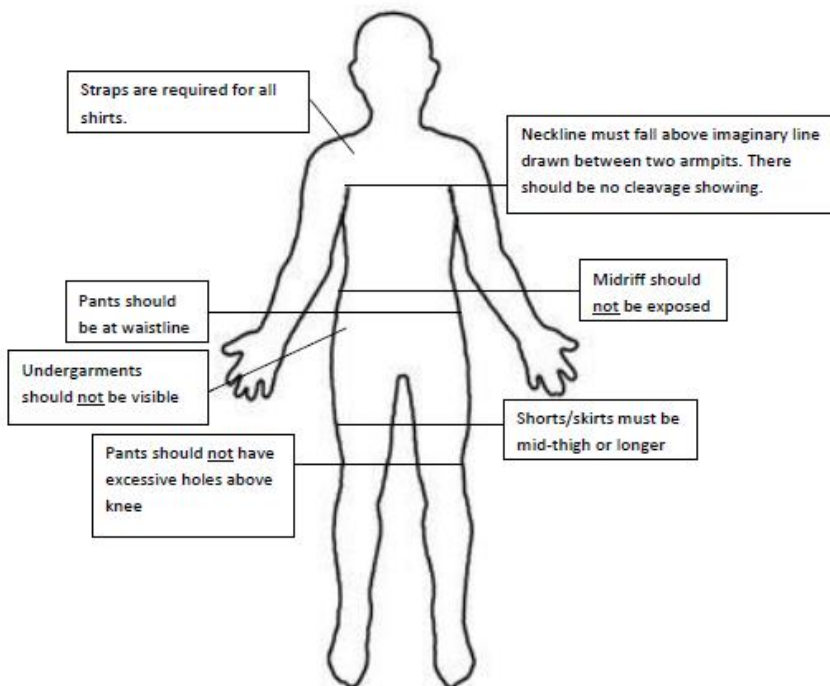
student will be sent to their Dean.

Examples of clothing/jewelry ACHS deems inappropriate and unacceptable are:

- See through clothing
- Spikes
- Midriffs exposed
- Clothing not covering mid-thigh
- Visible undergarments
- Excessively torn clothing

Any article of clothing/jewelry that displays the intent of promoting violence, alcohol/tobacco, or an illegal substance is strictly prohibited. Head coverings (non-religious), and sunglasses are not permitted. Clothing or jewelry that promotes or symbolizes organizations fostering and leading to crimes of hate (Confederate Flags, Iron Cross, 5/6 point crowns and stars) is strictly prohibited. Winter outerwear that could conceal illegal item(s) is prohibited during school hours.

## Dress Code



Articles confiscated by staff members will be placed in the Deans' Office. Parent(s)/guardian(s) or students must pick up these items within five (5) school days, or they may be discarded. Progressive discipline may be assigned for repeated violations of the policies listed above. Students who are dressed inappropriately may be sent home.

### **Sales/Distribution And Possession Of Non-School Items**

There is to be no sale of any material not expressly permitted by the Board of Education and/or the ACHS Administration. Distribution of non-school items or publications must be submitted to the Principal for examination prior to distribution. Determination by the Principal or a designee as to time and place of distribution will be made within 24 hours of submission.

### **School Dances**

The following regulations will be strictly adhered to concerning school dances: All school rules, including the school's discipline code and dress code are in effect during all school-sponsored dances.

1. Students must present their student I.D. card in order to enter the dance.
2. To use, possess, distribute, purchase, or sell tobacco materials are strictly prohibited.
3. If a student leaves a dance, he/she will not be allowed to return.
4. Students will not be admitted during the second half of a dance unless prior arrangements have been made with an administrator.
5. Any student/guest found in possession of, or under the influence of, any banned item or

substance will be subject to disciplinary action and/or police referral.

6. Students will be allowed to bring one guest who is 20 years old or under to homecoming/turnabout/prom from other schools provided the student completes the regular school visitor's form in advance. This form must be submitted and approved by a designated administrator. This applies to all dances. Attendance at all dances is reserved for ACHS students (or approved guests) only. All other dances are for ACHS students who are in good standing.
7. Administrative action for student offenses may include barring a student from future dances and social activities.
8. Students are expected to dance in a school appropriate manner.
9. Hazing of other students is strictly prohibited

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

### **Guidelines for School-Sponsored Publications, Productions and Websites [HS]**

School-sponsored publications, productions and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Except as provided below, a student journalist has the right to exercise freedom of speech and of the press in school-sponsored media, including the right to determine the news, opinion, feature, and advertising content of school-sponsored media.

Student journalists are prohibited from using school sponsored media in a way that:

1. Is libelous, slanderous, or obscene;
2. Constitutes and unwarranted invasion of privacy;
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

All school-sponsored media shall comply with the ethics and rules of responsible journalism. Text that fits into numbers one through four above will not be tolerated and school officials and student media advisers may edit or delete such material.

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

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the school, school district or an expression of school board policy.

## **Search and Seizure**

In order to maintain order, safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

### **School Property and Equipment as well as Personal Effects Left There by Students**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### **Students**

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

### **Automobile**

It is important for students to understand that the appropriate school personnel, with or without local law enforcement officials accompanied by canine units, have the right to inspect and/or search any vehicle being driven by a student and parked on school grounds at any time, should there be reasonable suspicion that there is something illegal, improper, or unsafe inside the vehicle.

### **Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

### **Washrooms**

Restrooms are provided throughout the building for use by students. The use of washrooms for meeting friends, loitering, smoking (which is prohibited anywhere in the school's jurisdiction), or use of communication devices is prohibited. During class periods, students must have a pass to use the washrooms.

## **Discipline**

**DISCLAIMER:** THIS HANDBOOK IDENTIFIES ANTICIPATED STANDARDS OF ACCEPTABLE BEHAVIOR AND OUTLINES THE GENERAL CONSEQUENCES THAT WILL OCCUR WHEN SAID STANDARDS ARE NOT MET. EACH INCIDENT WILL BE CONSIDERED ACCORDING TO INDIVIDUAL MERITS AND CIRCUMSTANCES.

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

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

ACHS IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS WHICH ARE DEEMED NON-ESSENTIAL TO THE LEARNING PROCESS (INCLUDING, BUT NOT LIMITED TO, CELLULAR PHONES, TABLETS, I-PODS, AND HATS). STUDENTS ARE STRONGLY ENCOURAGED NOT TO BRING MONEY IN A GREATER AMOUNT THAN NEEDED FOR LUNCH. STUDENTS ARE STRONGLY ENCOURAGED NOT TO BRING ELECTRONIC DEVICES TO SCHOOL.

### **Grounds for Disciplinary Action**

Grounds for disciplinary action apply whenever the student's conduct is related to school / school activities, including, but not limited to:

1. On or within sight of school grounds before, during, or after school hours and at any other time when the school is being used by a school group.
2. Off school grounds at a school activity, function, or event.
3. Off school grounds while traveling to or from school or a school activity, function or event.

Anywhere off school grounds, if the conduct may reasonably be considered to be threatening or intimidating to a staff member, or an interference with school purposes or an educational function.

Anywhere off school grounds, if the conduct violates school policy and is determined to be a continuation of a school activity.

### **Corporal Punishment**

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

### **Delegation of Authority**

When students are under their charge, each teacher or other school staff member may take necessary disciplinary action to maintain an orderly learning environment. Such disciplinary action must be consistent with the policies of the Board of Education and the rules of the school. Teachers, other certified employees, and other persons (whether or not certified) providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel or persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

Law enforcement officers will be permitted to interview students at school in the presence of a school official. In any criminal investigation(s) of a student who is a minor, school officials will notify the parent/guardian. If the student is taken into custody, school officials will notify the parent/guardian. This statement does not include the school police liaison officer who functions on the same level as a school employed official. The police liaison officer may question students concerning school-initiated investigations without the presence of or permission from the student's legal guardian.

The Superintendent, Building Principal, Assistant Principal or Dean are authorized to impose disciplinary measures and may suspend students guilty of gross disobedience or misconduct from

school (including all school functions) and from riding the school bus, up to ten (10) consecutive school days, following appropriate procedures.

The School Board may suspend a student from riding the bus in excess of 10 days for safety reasons and may expel students guilty of gross disobedience or misconduct for the remainder of the school term or for a shorter period as determined by the Board.

## **Definitions of Intervention**

### **DETENTIONS**

- a. **Teacher Detention-** Teachers are the first line of school discipline and may assign detentions for inappropriate behavior or excessive tardiness. Teacher detentions are time segments served with the teacher before or after school. When necessary, teachers will allow 24 hours for students to make appropriate arrangements. Students who fail to report for assigned detentions will be referred to a Dean.
- b. **Lunch or After School Detention-** Detentions will be scheduled by the administration. A late bus is available for those that stay for after school detention. Lunch detentions will be served during the student's lunch period in a designated location. Students who fail to report to an assigned detention may be referred for a 3 hour detention, parking privileges restricted, and or ability to attend school sponsored events.
- c. **Three Hour/Saturday Detention-** Students who display severe behaviors or repeated behaviors could be scheduled to serve a 3 hour detention during the week or a 3 hour Saturday detention. Students who fail to serve these detentions may be suspended from school.

### **School Community Service**

In lieu of traditional consequences, the administration will have the discretion of assigning school service hours. The hours are to be served within the school, under the direct supervision of an adult employee. The community service can range from working with a WFF employee to working with a district 117 employee

### **Isolated Learning Environment (ILE)**

A student may be assigned to an Isolated Learning Environment by the administration. Homework will be gathered and provided to the student on the day of his/her ILE. Students will receive full credit for making up the missed work.

### **Out of School Suspension (OSS)**

A student may be suspended from attendance at Antioch Community High School, following a conference with an administrator, for serious breaches of the policy stated in this Student/Parent Handbook, Board Policy, state or federal law.

In all disciplinary cases, the student shall receive a preliminary hearing with the Dean or other administrators, be informed of the charges, and have an opportunity to respond to the charges. Upon the decision to suspend, the administration will have a letter prepared stating the reason for suspension, send a copy of said letter by certified mail to the parent(s)/guardian(s) no later than the following day, and attempt to contact the parent(s)/guardian(s) by phone on the day the decision to suspend is made. The letter will inform the parent(s)/guardian(s) of the decision and the reasons for the suspension. Parent(s)/guardian(s) may request a review of the decision by contacting the Dean or administration handling the incident.

Students who are suspended out of school will receive full credit for making up missed work. Make-up work will be requested through the Deans Office on the day of the suspension. If the Student Services Office secures the work within 24 hours of the request, the parents and student

will be expected to arrange for its pick-up.

Students are not permitted on the school campus or at any school activity during the period of the suspension.

### **Expulsion**

Expulsion is the removal of a student from school for gross disobedience or misconduct for a period of time ranging from more than 10 school days to a definite period of time not to exceed two (2) school years. Expulsion procedures are defined in the Illinois School Code, 1051LCS 5/10-22.6.

### **Restraint**

Physical restraint may be used when necessary to protect the student or other individuals and/or property from physical harm.

### **Reciprocal Reporting Agreement**

The administration of ACHS is a participant in the Reciprocal Reporting Agreement between the school and local law enforcement agencies by informing or receiving information in regard to criminal offenses committed by students.

## **Definitions of Infractions**

### **I. Academic Dishonesty Policy (ACD, ASR)**

Students, teachers, and administrators work together to establish and maintain an academic environment that is fair to all students. Students are expected to maintain academic integrity and to refrain from academic misconduct or from aiding others in academic misconduct. Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own. Academic misconduct is subject to the disciplinary action defined by Community High School District 117.

To help students achieve their maximum academic potential, the staff will promote an environment which fosters integrity and honorable conduct. Teachers will review the district policy and procedures regarding academic integrity and will incorporate instruction regarding the need for and value of academic integrity in their lessons. Whenever students have a question about this procedure or any procedure, they should ask their teachers. Study or homework collaboration is not considered academic dishonesty unless prohibited or limited by the teacher. Teachers shall guide students in understanding when collaborative efforts are not appropriate.

**Definitions of Academic Misconduct/Dishonesty/Altering School Records include but are not limited to:**

- ***Cheating:*** any attempt to defraud, deceive, or mislead the teacher and/or school administration in arriving at an honest evaluation of learning. Cheating includes aiding other students in cheating, such as permitting another student to copy the student's homework, paper, project, laboratory report, take-home examination, the use of translation devices or programs, etc. for which credit is given.
- ***Plagiarism:*** presenting as one's own the ideas or work of another; failing to cite with quotation marks the written words or symbols of another author; failing to footnote the author and sources of materials used in a composition; failing to cite research materials in a bibliography; failing to name a person quoted in an oral report; failing to cite an author whose works are paraphrased or summarized; presenting another person's creative work or ideas as one's own in essays, poems, music, art, computer programs or other projects; and copying or paraphrasing ideas from literary criticism or study aids without documentation. Plagiarism is not a question of intent. Any use of the content or style of

another's intellectual product without proper recognition of the source constitutes plagiarism.

- ***Furnishing False Information:*** writing an exam or term paper for another student; soliciting another person to take an exam or write a paper for one's own class; submitting the same work in more than one course when doing so is prohibited; or representing oneself as another person.
- ***Creating an Improper Disadvantage:*** removing, defacing, hiding or deliberately withholding library books or other materials or contaminating a laboratory; using unauthorized notes or devices.
- ***Theft/Damage of Intellectual Property:*** sabotaging or stealing another person's assignment, book, paper, notes, experiment, or project; improperly accessing or electronically interfering via computer or other means with the property of another person; altering a teacher's records.
- ***Selling or Distributing Materials:*** selling or distributing course notes, handouts, readers or other information provided by a teacher without the teacher's permission.
- ***Collusion:*** the act of forming a secret agreement for fraudulent or illegal purposes.

### **First offense**

In general, consequences for a first offense may include, but not be limited to, the following:

- The student receives no credit for the assignment.
- The offense is recorded in Infinite Campus.
- Parents are contacted.
- Administrators, like the deans or department chairs are notified.

### **Additional or more serious offenses**

Additional or more serious incidents of academic dishonesty or plagiarism shall be dealt with more severely. Consequences for any offense beyond the first or a more serious initial offense may include:

- Meeting with parent(s)
- Possible suspension
- Withdrawn failing from class

In addition, one or more of the following consequences may be considered:

- No public recognition of the student at academic honors function
- No scholarship money granted to the student by local scholarship organizations
- Staff members can consult records of academic integrity violations prior the writing letters of recommendations for students

**All incidents of academic dishonesty are cumulative during the student's attendance at Community High School District 117.** All academic dishonesty interventions are cross curricular, meaning one intervention in science, followed by another intervention in English will position the student at the second occurrence according to the academic dishonesty policy.

Teachers will notify administrators of any case of academic dishonesty. Administrators, including deans and department chairs, will determine how offenses after the first one will be handled.

***Students are required to sign an Academic Integrity Policy form at the beginning of the***



*school year.*

## II. Bullying/ Harassment/Intimidation (HAR)

Bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct. Bullying/harassment/intimidation can include, but is not limited to, verbal, electronic, 3rd party or written.

## III. Computers & Mobile Devices-- Inappropriate Use/Misuse of Internet (CIS)

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This responsibility includes the proper use of mobile devices and these devices capability of electronic recordings. No electronic recordings of any sort are allowed without the knowledge and consent of the classroom teacher. These rules 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 rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

**Acceptable Use** - Access to the 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 electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal 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 network 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 any/all viruses are removed.
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network 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 network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

- n. Unauthorized electronic recordings without the consent of the classroom teacher.

**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 email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

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

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

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

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

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

#### **IV. E-MAIL**

**Use of Email** - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students 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 to an email account is strictly prohibited.

- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email 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 is a registered 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 email 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 email system constitutes consent to these regulations.

**V. Criminal Acts (CMA)**

Any action(s) by person(s) which are in violation of the Criminal Statute of the State of Illinois may be subject to disciplinary action by the Administration and/or the Board of Education of District 117. Referral to the police for appropriate legal action may also result from such criminal acts. Disciplinary action may include suspension and/or consideration of expulsion from school.

**VI. Deliveries (VIP)**

No deliveries will be accepted at school for students. Students are not permitted to carry balloons, flowers, or bulky items with them during the school day.

**VII. Displays of Affection (DOA)**

Hand holding is the only permissible demonstration of affection in the educational setting.

**VIII. Dress and Grooming (DAG)**

Students are expected to dress in a manner which will not disrupt the educational process, constitute a health or safety hazard, violate civil law or violate the guidelines as stated under the Speech and Expression section of this Handbook.

Inappropriate clothing or jewelry may be confiscated by staff members and placed in the Dean's office. Parent(s)/guardian(s) or students must pick up these items within five (5) school days, or they may be discarded.

**IX. Drugs (Alcohol, Controlled Substances and Look-a-likes)**

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. **Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.**
2. **Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.**
3. **Using, possessing, distributing, purchasing, selling or offering for sale:**
  - a. **Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).**

- b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
- c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. **"Look-alike" or counterfeit drugs, including a substance** that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

- 4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless:

- (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
  8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
  9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
  10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, and bullying using a school computer or a school computer network or other comparable conduct.
  11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
  12. Engaging in teen dating violence.
  13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
  14. Entering school property or a school facility without proper authorization.
  15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
  16. Being absent without a recognized excuse.
  17. Being involved with any public school fraternity, sorority, or secret society.
  18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
  19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
  20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
  21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the

time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

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

### **Discipline of Students with Disabilities**

#### **Behavioral Interventions**

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

#### **Discipline of Special Education Students**

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

Should administrative staff become concerned that a student is under the influence of alcohol or other drugs while at school or school-sponsored activities, a breathalyzer and/or oral fluid test may be administered to that student in order to determine if the concern of the administrative staff is founded. Should a student refuse such a test, the administrative staff will rely upon the observable behaviors of the student in question in making a final determination. "No one shall ingest, breath, inhale or drink any compound, liquid, or chemical . . . for the sole purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis, or irrational behavior or in any manner changing, distorting, or disturbing the auditory, visual, or mental process. For the purposes of this act, any such condition shall be deemed to be an intoxicated condition." [720 ILCS 690/1]. Violations of the Alcohol/Drug policy will accumulate over the student's attendance at Lakes Community High School. To facilitate the implementation of this policy, the following terms are defined:

#### **A. Drug/Alcohol Consumption/Under the Influence (DPU)**

Any student who has consumed any amount of alcohol, illegal drug, over the counter or look-a-like drug, or any substance purported to be, or presented as an illegal, controlled or intoxicating substance, will be considered to be under the influence of that substance.

## **B. Over the Counter (DPU)**

Any drugs/medication/or other substance purchased legally, any over the counter substances brought to school, must immediately be given to the School Health Aide upon the student's arrival at school. Failure to do so will be viewed as a violation of Board policy.

## **C. Paraphernalia (DPR)**

The possession, use, distribution, purchase or sale of drug paraphernalia is prohibited. Examples of drug paraphernalia include but are not limited to, rolling papers, pipes, clips, hypodermic needles, distribution items, plastic bags, etc.

## **D. Possession (DAL, DPR)**

Any student who is in possession or control of any alcoholic beverage, other illegal substance, over the counter or look-a-like drug or any substance purported to be, or presented as an illegal, controlled or intoxicating substance, shall be subject to disciplinary action. The term "possession" is defined to include a student's person, clothing, supplies, or automobile, as well as lockers, desks, or other school property used for the storage of such substances.

## **E. Delivery or Intent to Deliver (DSD)**

Any student who delivers, receives delivery of, or attempts to deliver or receive any alcoholic beverage or other illegal substance or look a-likes, shall be subject to disciplinary action. Delivery means the transfer of, possession or control to another person, whether or not such illegal substance or item is in that person's immediate presence. Delivery includes, but is not limited to, any gift, exchange, sale or other transfer with or without payment or other consideration.

Violations of the Alcohol/Drug policy will accumulate over the student's attendance at ACHS.

## **X. Endangering Others (EDO)**

Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property. Endangering others is defined as any act which a student may reasonably be expected to know may jeopardize the health or safety of students, school personnel or other persons.

## **XI. False Use of Emergency Call Button (FFA)**

Emergency call buttons located in classrooms are for the express use of school personnel for the safety of students and school personnel. Pressing the call button without cause is prohibited; such action is subject to disciplinary consequences.

## **XII. False Fire Alarm (Tampering w/Safety Equipment)/False 911 Calls (FFA)**

Setting off false fire alarms or tampering with fire extinguishers or the defibrillator is unlawful. Students will receive maximum consequences for such action.

## **XIII. Fighting/Hitting/Punching/Physical Assault (FGH, FSC, FIN, FOF)**

Any physical contact resulting in a disruption or physical harm will be subject to disciplinary action. Disputes between members of the school community are to be settled through proper channels, such as peer mediation. Any student who incites, encourages, and/or instigates a fight between other parties will be dealt with accordingly. Planning, organizing or participating in a "food fight" (even tossing one piece of food) or other riotous acts will result in disciplinary consequences.

**Violations of the Fighting/Hitting/Punching/Physical Assault policy are cumulative over the student's attendance at Antioch Community High School.**

**XIV. Forgery (FOR)**

Forgery is the false and fraudulent making or altering of a written or printed document or using such documents or verbally misrepresenting yourself. Forgery is also falsely identifying oneself on the telephone or in person by giving a false name or identity.

**XV. Gang Activities (GAA, GAP)**

The presence of gangs, gang activity and gang related material causes a substantial disruption of educational activities. A "gang" is defined as any group of two or more persons whose purpose includes the commission of illegal acts. The following rules are designed to prevent disruption and to prohibit gang activities by restricting actions, which foster such activities or which endanger others who do not intend to show gang membership or affiliation.

No student on or about school property or at any school activity:

1. Shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign, tattoo, or other things that may be viewed as evidence of membership or affiliation in any gang. This includes the wearing of coats and hats during the school day that represent gang affiliation
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 promoting the interests of any gang or gang activity, including but not limited to:
  - a. Soliciting others for membership in any gangs;
  - b. Requesting any person to pay protection or otherwise intimidating or threatening any person;
  - c. Committing any other illegal act or other violation of school district policies;
  - d. Inciting other students to act with physical violence upon any other person

**Violations of the gang policy are cumulative. Each violation will result in a more serious consequence.**

**XVI. Hallway Handbooks (VPA)**

Students are expected to have their handbook whenever they are in a hallway during a class period. If a student must leave class at any time other than passing period, the handbook is to be filled out by the student and initialed by the instructor. Students not having a valid handbook will be issued an appropriate disciplinary intervention. Call down passes from the office(s) will be time-stamped.

**XVII. Harassment (HAR)**

**A. Sexual (HRS)**

It is the policy of the Board of Education of District #117 to provide students and staff with an environment free of unwelcome sexual advances or sexual harassment. For the purpose of this policy, sexual harassment is defined as follows:

"Sexual harassment" means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's ability to participate in, or benefit from, an educational program or activity



2. Submission to, or rejection of, such conduct by an individual is used as the basis of educational decisions affecting such individual.
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment
4. Verbal or physical conduct of a sexual nature includes, but is not limited to:
  - a. sexually oriented verbal "kidding", remarks, innuendoes, leers, gestures, jokes, graffiti, or questions of a sexual nature
  - b. sexually oriented touching, patting, pinching, pulling of clothing, or intentionally brushing against, or making intentional unpermitted physical contact with another individual
  - c. exhibitionism (indecent exposure) by removing one's own or another's clothing
  - d. suggestion or insinuating sexual involvement
  - e. subjecting individuals to embarrassment, hostility, humiliation, or intimidation due to gender or sexual orientation

Students who believe that they are the victims of sexual harassment are encouraged to discuss the matter with a teacher, counselor, or a member of the ACHS administrative team. Students who sexually harass other students or staff members are subject to discipline pursuant to the District's Discipline Policy. School Board Policy 500.02 clarifies school policy regarding sexual harassment.

**B. Intimidation (HRI)**

Engaging in behavior that prevents or discourages another student from exercising his/her rights to an education based on factors including, but not limited to, physical/mental disabilities, gender, race, sexual orientation, other protected group status, or pertaining to a student's class standing or co-curricular / extra-curricular activity affiliation. Such prohibited behavior includes the use of threats, coercion, or force against students, school personnel, and/or school visitors.

**C. Hazing (HAZ)**

Intentional, knowing, or reckless act directed against a student by one person or acting with others, whether on campus or off, that endangers the mental / physical health or safety of a student for the purpose of being initiated into, holding office in, or maintaining membership in any student organization. This behavior can include, but is not limited to, verbal or non-verbal harassment, physical harassment, mental or physical discomfort, intimidation, embarrassment, ridicule, bullying or any other demeaning activity. Incidents must be reported immediately to an administrator's office.

**D. Racial (HRR)**

Engaging in derogatory behavior towards another individual including, but not limited to; race, color, ancestry, national origin, ethnicity, religion, or creed, followed by the other individual. Any acts fostering or promoting organizations related to the performance of hate crimes will also be considered within this category.

**E. Threat (HRI)**

Any expression, written verbal, or physical, that may cause a concern to an individual's life, property, or family, etc.

Violations of the Harassment policy are cumulative. Each violation will result in a more serious consequence.

### **XVIII. Identification Card**

All students attending Antioch Community High School are required to carry an Antioch Community High School Identification Card during school hours and at school activities. Lost or stolen identification cards are to be replaced immediately in the Attendance Office. I.D. cards are necessary to enter the library, check out books from the library, board a bus, and be admitted to school dances. If your I.D. is lost, there will be a cost to replace your identification card. **For the safety of all ACHS students, identification cards must be presented to faculty and staff upon request.**

### **XIX. Inciting a Riot (IAR)**

Inciting a riot is any action that can cause a disruption to the school environment.

### **XX. Insubordination/Gross (INS, ING)**

Insubordination is defined as refusal to comply with reasonably established and well defined classroom and school rules, and regulations or refusal to obey reasonable directions or instruction of school personnel. Students are expected to respect the authority of all adult personnel and to cooperate with their requests. Failure to respond to a Dean's office pass is considered an act of insubordination.

### **XXI. Laser Pointer/Pen (LAS)**

The uses of laser pointers/pens are prohibited at ACHS. Lasers will be confiscated and returned only to the student's parent/guardian.

### **XXII. Misconduct, General**

- A. Bus (MBU)** – Any action that violates bus/school expectations while being transported by a school vehicle or contracted service
- B. Classroom (MCL)** – Any action that violates specific/school expectations while in a curricular environment
- C. Gross (MGR)** – Any misconduct that is viewed to be a serious breach of school policy as determined by school personnel
- D. Repeated Referral (MRR)** – An excessive number of referrals as determined by school personnel in a given period of time resulting in elevated consequences for subsequent referrals
- E. On Campus (MOC)** – Any breach of school expectations while in a curricular or non-curricular environment(s)
- F. Disrespect (MDR)** – Any behavior disrespectful to oneself or others while on campus
- G. Non-truth (MLY)** – Any behavior considered deceptive or misleading towards oneself or others while on campus

### **XXIII. Parking/Driving (VPD)**

ACHS considers driving to school a privilege. Violations of parking regulations may result in disciplinary action and/or revocation of parking privileges. Any driving behaviors deemed unsafe by an employee of ACHS will receive consequences.

### **XXIV. Physical Assault – Student or Staff Member (PAS)**

Physical assault is defined as any physical action intended to do harm to another individual.

### **XXV. Profanity (PRG, PRS)**

Profanity is defined as inappropriate language, written, verbal, or nonverbal, as determined by a staff member.

## **XXVI. Theft (TSP)**

Theft is defined as any unauthorized removal or possession of a student's or staff member's personal property, or of school property. Such action may result in disciplinary action and/or police referral commensurate with the offense.

## **XXVII. Tobacco/Look-A-Likes (TBP, TBU)**

The possession or use of tobacco products is prohibited, including but not limited to e-cigarettes and look a-likes. State law prohibits the use of tobacco on school grounds at any time. Village Ordinance 6-2-5-5 prohibits possession and use of tobacco products by minors.

## **XXVIII. Trespass (TRE)**

Students are not permitted in any restricted area of the building without administrative approval. While serving an out of school suspension, a student may not be allowed on, or adjacent to, school property. Violations will result in further disciplinary action. Students who are in the building after school hours will be considered trespassing if they are not under the supervision of a staff member.

## **XXIX. Unauthorized Possession/Distribution of Inappropriate Printed Material (UDM, UPM)**

There is to be no sale of any material not expressly permitted by the Board of Education and/or the ACHS Administration. Non-school items or publications must be submitted to the Principal for examination and approval prior to distribution. Determination by the Principal or a designee, regarding time and place of distribution, will be made within 24 hours of submission.

## **XXX. Vandalism (VSP, VPP)**

Students, who deface damage or destroy school property, or property of another person, will be charged for the cost of repairing the damage and will face appropriate disciplinary action.

## **XXXI. Violations, General**

- A. Detention (VDE, VSD, VSS)** – Failure to report for an assigned detention will result in additional consequences.
- B. Driving to Vocational School (VDV)** – Students are not permitted to drive to Vocational School without proper authorization.
- C. I.D. (VID)** – All students attending ACHS are required to carry an ACHS identification card during school hours and at school activities. For the safety of all ACHS students, identification cards must be presented to faculty and staff upon request.
- D. Improper Procedure (VIP)** – Improper procedure is defined as the failure to follow procedures outlined in the Student/Parent Handbook. Examples include, but not limited to, failure to sign in to the Attendance Office upon late arrival, failure to sign out of the Attendance Office for a pre-arranged early dismissal, or failure to sign in or out of any office.
- E. Off Campus (VOC)** – ACHS has a closed campus policy. Once on campus, this includes, but is not limited to, school parking lots, school buses, bus stops, athletic fields, etc. Students are not permitted to be off campus without written permission from an administrator or a designee.
- F. Handbook (VPA)** – Students are not permitted to use other students' handbooks. Students using another student's Handbook or students, who give their Handbook for another student to use, will lose their Handbook privilege for a specified length of time to be determined by the Dean.

**H. Suspension (VSU)** – Students are not allowed on campus during a suspension. Only with express consent from an administrator, may a student return to campus during a suspension.

### **XXXII. Weapons/Explosives (WEX)**

Using, possessing, controlling or transferring a firearm or “look alike,” knife, brass knuckles or other knuckle weapon regardless of its composition, a Billy club, or any other object if used or attempted to be used to cause bodily harm

A student who is in possession of explosives (firecrackers, cherry bombs, smoke bombs, homemade bombs, etc.) at school, whether they are intended to be exploded or not, are prohibited by law. The same is true for firearms, ammunition, knives, or any other weapons, whether concealed or not. No student shall be in possession of any object, which could reasonably be considered as a potential hazard to another person or threaten another person's safety.

LEGAL REF.: Gun-Free Schools Act, 20 U.S.C. sec. 3351 et seq. 20 U.S.C. sec. 6081.105 ILCS 5/10-20.14, 5/10-21.10, 5/10-22.6, 5/24-24, and 5/31-3.720 ILCS 5/12-6.1 23 Ill. Admin. Code sec. 1.210 and 1.280.

CROSS REF.: 5.230 (maintaining student discipline), 6.110 (truant's programs), 7.70 (truancy), 7.130 (student rights and responsibilities), 7.140 (search and seizure), 7.150 (police interrogation), 7.160 (student appearance), 7.170 (vandalism), 7.180 (closed campus), 7.200 (suspension procedures), 7.210 (expulsion procedures), 7.220 (bus conduct), 7.230 (student with disabilities), 7.240 (co-curricular), 8.30 (conduct on school property).

## Discipline Interventions

The Schools in Community High School District 117 will follow a progressive discipline plan for all students. The discipline plan is classified into categories; minor behaviors, minor misconducts, major misconducts, gross misconducts, drug/alcohol/tobacco misconducts, and attendance. When a student violates school policy, discipline may progress accordingly. Pending the severity of the incident, the administrator has the authority to elevate the intervention to a second or third tier.

**Severe violations may warrant immediate removal from school.**

<b>Minor Behavior</b>	
Improper Procedure, Violation/Pass/ID, No ID, Horse Play, Game Playing, Dress and Grooming, Laser Pointer Pen, Repeated Referrals	
<b>Possible Intervention</b>	
Warning 1 or 3 hour Detention Confiscate Item Parent Contact Lunch/Free hour detention(s) Dean's Development Plan	Community Service Responsibility class Parent Pick-up Behavior Contract In-School Suspension
<b>Minor Misconduct</b>	
Off Campus Violations, Profanity, Disrespect, Insubordinate, Misconduct/Bus/Classroom/Campus, Not Attending 1 Hr. Detention, Falsifying Information, Forgery/Written or Telephone, Possession of Tobacco/E-Cigarettes, Driving to Tech, Computer, Violations/Parking/Pass/Off Campus, Inappropriate use of Electronic/Communication Devices/Inappropriate Printed Material, Violation 3 Hr/ILE	
<b>Possible Intervention</b>	
Warning Confiscate Item 1 Hour Detention Lunch/Free hour detention(s) 3 Hour Detention Loss of Privileges SAP Referral In-School Suspension	Police Referral Dean's Development Plan SST Referral Parent Contact Behavior Contract Suspension Community Service Responsibility Class

<b>Major Misconduct</b>	
Activating Emergency Button, Academic Dishonesty, Altering School Records, Computer Offense/Use or Site, Criminal Acts, Fight - food, inciting, physical contact, endangering others, physical assault, Profanity or Verbal Abuse Towards Staff, Gang Presentation/Representation, Gross Misconduct/Insubordination, Harassment/Bullying/Repeated Harassment (whether verbal, electronic, 3rd party or written), Repeated Referrals, Theft/Possession of Stolen Property, Trespassing, Vandalism. Use of Tobacco/E-Cigarettes	
<b>Possible Intervention</b>	
Suspension Parent Contact Behavior Contract Police Contact SAP Referral SST Referral	Possible Expulsion Recommendation Dean's Development Plan Responsibility class Community Service Responsibility class
<b>Gross Misconduct</b>	
Major Violations that Community High School District 117 could warrant up to a 10 Day Suspension with a possible recommendation for Expulsion which includes but is not limited to:	
<ul style="list-style-type: none"> <li>• Delivery, sale or purchase of alcohol, controlled substances, illegal drugs, look-alike drugs or paraphernalia related to banned substances on campus, on the buses, and/or school related activities.</li> <li>• Gang Activity including fighting and recruiting members</li> <li>• Physical assault of a staff member</li> <li>• Planning or assisting in planning of organized violence at school, on the school bus, or at a school function</li> <li>• Possession of Weapons or Explosives</li> </ul>	
<b>Drug &amp; Alcohol/Look-Alike</b>	
Possession/Use of Drug(s)/Alcohol, paraphernalia, look-alike drugs, or over the counter drugs	
<b>Possible Intervention</b>	
Suspend up to 10 days Police Contact Parent Contact SST Referral	SAP Referral Possible Expulsion

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# COMMUNITY HIGH SCHOOL DISTRICT 117 GENERAL INFORMATION AND POLICIES

## District 117 Superintendent's Office

Mr. Jim McKay – Superintendent.....	838-7679
Dr. Bradford Hubbard - Asst. Superintendent.....	838-7105
Ms. Jennifer Nolde - Asst. Superintendent/Business Manager.....	838-7180
Dr. Brie Cederna – Asst. Superintendent/Student Services.....	838-7296
Mr. Ryan Miles - Network Administrator.....	395-9399

### Accommodations of Disabilities

Any parent or student requiring accommodations to attend a school activity or function, including parent conferences, board meetings and school programs, should contact the respective coordinator of special education in their building of attendance.

### Asbestos Policy

Community High School District 117 contains friable asbestos containing building materials. These materials are monitored regularly and maintained in good condition. Copies of the Asbestos Building Inspection/Management Plan are available for inspection upon receipt of reasonable notice. Copies of this plan may be obtained from the school for a reasonable printing fee. This satisfies the mandatory requirements of AHERA.

### Bus Information

For information on late buses, bus routes, and general busing issues, please call Durham School Services at (847) 838-5198. To register a complaint about the bus company or student behavior on buses, please call Mr. Steve Schoenfelder at ACHS (847) 838-7630 or Mr. Kurt Sooley at LCHS at (847) 838-7307.

### Fines, Fees, And Charges

The School Board may establish fees and charges to fund certain activities. School fees may include, but are not limited to, textbook rentals, workbooks, instructional materials, locks, towels, uniforms and equipment, graduation cap, gown and tassel, charges and deposits for use of school property, charges for field trips, charges to participate in co-curricular activities, charges for specific class supplies, school record fees, and driver education fees.

### Waiver Of Student Fees

Community High School District 117 (ACHS/LCHS) recognizes that some students will be unable to pay these fees. Students shall not be denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay fees and charges. Students whose parent(s)/guardian(s) are unable to afford student fees may receive a waiver of the fees. This waiver may include lock rental and physical education towel rental charges. However, no student is exempt from charges for lost and damaged books, locks, materials, supplies and equipment. **Questions regarding the fee waiver request process should be addressed to the District office.**

At the beginning of each school year, a copy of the school district's waiver of school fees policy will be given to the parent(s)/guardian(s) of each student. A fee waiver application form shall be included with the notification.

A student shall be eligible for a waiver of a fee when at least one of the following prerequisites is met:

- The student is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families with Dependent Children).
- The student is currently eligible for Free or Reduced Price Meals pursuant to Ill. Rev. Stat., Ch.122, Para. 712.1 et seq.



Additional consideration for a fee waiver may be given for the following:

1. Illness in the family
2. Unusual expenses such as fire, flood, storm damage, etc.
3. Seasonal unemployment
4. Emergency situations

The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of the student's fee. A separate application form shall be submitted for each fee assessed to each student.

The District office will notify the parent(s)/guardian(s) within 30 calendar days as to whether the fee waiver request has been granted or denied. A denied request shall state the reason for denial and give information regarding an appeal process, including timelines.

A District office's denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent or his designee within 14 calendar days of the denial. An appeal shall be decided within 30 calendar days of the parent's/guardian's request for an appeal. The Superintendent will notify the parent(s)/guardian(s) in writing of his or her decision. A denied request shall state the reason.

No fee shall be collected from any parent(s)/guardian(s) who are seeking a fee waiver in accordance with this policy until the District office has acted or the Superintendent has acted on an appeal, if any, and the parent(s)/guardian(s) has been notified.

Questions regarding the fee waiver request process should be addressed to the District Business Manager at (847) 838-7180.

### **Food Service**

Community High School District #117 is currently using INFINITE CAMPUS, a computerized system for purchasing meals in the café and snack areas. The student's ID will be used to access their account when paying for meals. **Please stress to your child NOT to share their ID card with others.**

The student's accounts will be utilized to deposit funds for a meal and/or ala carte purchases. Payments may be split between siblings within the same school and can be made by cash, check or online. This system is capable of tracking how your child is spending their money, and requests to view this account history can be made at any time.

In addition, the INFINITE CAMPUS system will assure the privacy of students qualifying for "free and reduced meals". All questions concerning this system should be addressed to Arbor Management at (847) 838-7186.

## **Health Center**

A Health Center is provided for the convenience of students and staff. A full-time nurse is available to consult with students regarding health concerns, to provide first aid, and to recommend further medical attention. Written authorization by the student's physician and parent is required for the administration of both prescription and nonprescription medicines. In addition, an emergency medical information form must be on file in the Health Center. **All medications** need to be taken directly to the Health Center. Please see medication procedures for more clarification. In addition, per Illinois law, we request that a parent/guardian submit to the nurse an annual health action plan for your student for conditions including, but not limited to, asthma, severe allergies, diabetes, and/or seizures.

Students are required to obtain permission from a staff member to go to the Health Center. If a student is feeling ill, they must be evaluated by the nurse. If it is necessary for the student to leave school, the nurse must have contact with the parent/guardian prior to the student being excused and leaving school grounds.

If the nurse determines that a medical emergency exists, which may necessitate transportation to a

medical facility; the following procedures will be followed:

1. The Antioch/Lake Villa Rescue Squad will be called.
2. The parent(s)/guardian(s) will be contacted.
3. If the student's parent(s)/guardian(s) cannot be reached, others listed on the student's emergency medical information form will be called.

### **Medication Procedure**

Students who must take medication during the school day or during school-related activities are to follow these guidelines:

1. Obtain from the prescribing physician indicating the reason(s) for the medication and dosage. This statement shall include the telephone number of the physician.
2. Prescription medication must be in a labeled container provided by the pharmacy. The label must include student name, name of medication, dosage to be given at school, and prescribing physician. This container MUST be brought to school by a parent and MUST remain at school.
3. Non-prescription, over the counter medication, i.e., Tylenol, Advil, Midol, MUST be in a sealed container and brought to the Health Office for labeling and securing. All non-prescription medication requires written permission from the parent/guardian and physician on the Medication Administration Consent form.
4. The Medication Administration Consent form and the medication will be maintained in the Health Office.
5. All medications will be stored in a locked cabinet.

### **Self-Administration of Medication**

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's completed and signed. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

### **Parental Notification**

In addition to the provision of section 22-30(c) and (c-5) of the school code, a school that has a standing protocol, as defined in section 22-30 of the school code, to administer undesignated epinephrine auto-injectors and/or opioid antagonists shall notify the parents or guardians of each student that the school has instituted the standing protocol and that a student may be administered epinephrine and/or any opioid antagonist under the circumstances described in section 22-30(e-5) or (e-10) of the school code

### **Head Lice**

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or

building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice

## **Immunization, Health, Eye and Dental Examinations**

### **Required Health Examinations and Immunizations**

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.
4. Proof of immunization against meningococcal disease is required for students in grades 6 and 12.

A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization, the student must present an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional. Vaccination compliance information is available upon request through our administration.

### **Eye Examination**

All students entering kindergarten or an Illinois public school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

### **Dental Examination**

All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

### **Exemptions**

A student may be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement from the student's doctor explaining the objection, and providing the medical contraindication. Requests for medical exemptions may require approval by the Illinois State Board of Education;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption form signed by the student's doctor and parent/guardian;
3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or

4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

In the case of a disease outbreak, if an exemption has been accepted by the school district, the school district will follow the exclusion guidelines as determined by the Illinois Department of Public Health and the Illinois State Board of Education.

Cross Reference: PRESS 7:100, *Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students*

## **Inclement Weather**

In case of severe inclement weather, it may be necessary to close school. Emergency announcements are broadcast starting at 6:30 A.M. on AM radio stations WKRS-1220 and WNIZ-1500 and FM stations WXLG-102.3 and WNIZ-96.9. ACHS/LCHS web site links (<http://www.chsd117.org/index.php/antioch>). Parents may also sign-up for text message alerts, which are available on the CHSD 117 website.

## **Individuals with Disabilities Education Improvement Act (IDEIA)**

Community High School District 117 is in full compliance AMERICANS WITH DISABILITIES ACT (ADA) and Section 504 of the 1973 Rehabilitation Act. These laws prohibit discrimination on the basis of a handicap. Students who have been excluded from participation in, have been denied the benefits of, or have been subjected to discrimination under any activity or program of Community High School District 117, may appeal such discrimination to the respective building principal.

### **Insurance**

Community High School District 117 (ACHS/LCHS) does not provide insurance against accidental injury or other medical expenses that may be incurred by the student. Through a program made available by the school district, the student's family may purchase a comprehensive accidental injury policy at nominal cost. Information about this insurance plan may be obtained from the District Business Manager at (847) 838-7180.

### **Internet Access**

Student access to the Internet is provided for research, instruction, and learning. Before gaining access to the network, students and parents must complete an "Authorization for Internet Access," which states rules and restrictions for use. Students who breach the agreement face disciplinary action and/or loss of network privileges.

### **Lockers**

Students enrolled at Community High School District 117 (ACHS/LCHS) are assigned lockers. The locker remains the property of District 117. School officials have access to the locker at any time. Only locks purchased from District 117 may be used, other types of locks will be removed. **The school assumes no responsibility for lost or stolen items.** School and physical education lockers are to be used by students only for the following items: clothing, umbrellas, books, and related items for school use. Specific items forbidden on school grounds or in school lockers include, but are not limited to: alcoholic beverages, drugs of any kind, tobacco in any form, weapons, and incendiaries or explosives of any type, or any materials not related to school.

The following guidelines are to be followed:

1. Lockers are to be kept neat and clean on both the outside and the inside. Students defacing lockers will be charged a cleaning fee and/or a repair/replacement fee. Staff members may remove any inappropriate materials from outside/inside a student's locker at any time.
2. Lockers are to be locked at all times. **Community High School District 117**

**(ACHS/LCHS) is not responsible for lost or stolen property. Students are encouraged to leave valuable items at home.**

3. Students should use only their assigned locker. Lockers are not to be shared. Lock combinations should not be given to anyone
4. If a lock fails to work, it should be reported to the Attendance Office immediately.
5. Food, except for a sack lunch, is not to be kept in lockers.
6. A request for a lock to be replaced should be made in the Attendance Office. There will be a charge for lost or damaged locks.

### **Messages To Students**

In order to minimize class interruptions, personal messages to students from parent(s)/guardian(s) must be deemed an emergency by the Attendance Office.

### **Sex Equity Policy**

Community High School District 117 is in full compliance with Title IX of the Education Amendments of 1972 passed by Congress of the United States as an amendment to the Civil Rights Act of 1964. This law prohibits discrimination on the basis of sex in educational programs that receive federal funds. Students are not denied educational rights or benefits due to forthcoming or current parenthood. Any intimidation, harassment, or denial of rights or privileges on the basis of sex or exclusion from participation in any activity will not be tolerated. Students who have been excluded from participation in, have been denied the benefits of, or have been subjected to discrimination under any activity or program of District 117, may appeal such discrimination by phone or in writing. Such appeals are to be directed to the respective building Principal. A response, in writing, to a complaint will be delivered to the complainant within 10 working days of receipt. If such response is not satisfactory, complainant may, in writing, request a hearing before the Board of Education. The Board of Education will hold such hearing within 35 days of receipt of the request.

### **Speech And Expression**

The Board of Education recognizes that student speech or expression may be limited in the school environment. Pursuant to this policy, the following types of speech or expression are prohibited:

- Any lewd, indecent, vulgar or hate speech.
- Any abusive or profane language directed toward others.
- Any obscene or offensive gestures or representations directed at others.
- Any obscene, profane, or hate literature or posters.
- Any organizing of students that leads to disruption of or cessation of classes.
- Any speech, expression, or representation that promotes violence.

### **Telephone**

Any student wishing to make a telephone call during non-class time may use the school phones with permission from a staff member.

### **Textbooks**

Textbooks are the property of Community High School District 117. Students who damage a book will be assessed a fee based upon the percentage of the book's original cost and its condition. If a student is unable to locate their assigned textbook, lost book fees must be paid before another book is issued.

## **Transportation**

Community High School District 117 provides bus transportation to students through Durham Bus Service. If a student is not picked up on time nor if there are other problems concerning transportation, the parent(s)/guardian(s) should contact Durham School Services at (847) 838-5198. The following regulations are to be observed:

1. Students are to ride only their assigned bus routes. Student I.D. cards must be shown

- upon the driver's request. Bus schedules will be mailed before the first day of school.
2. Buses load/ unload at the northeast entrance in the east parking lot at ACHS and the northeast entrance in the north parking lot at LCHS.
  3. School buses are used as student spectator buses for many student activities. When buses are used for this purpose, students are required to register and may be required to pay a nominal transportation cost. Only District 117 students are eligible to ride the spectator buses.
  4. Students participating in a school-sponsored activity are required to ride the bus to and from such activity.
  5. Improper conduct on the bus may result in the suspension of bus riding privileges.
  6. Bus service is provided to students enrolled at the Lake County High School Technology Campus in Grayslake and its use is mandatory for students involved.
  7. Due to safety concerns, students leaving school premises will not be allowed back on school grounds to ride buses. Some exceptions may occur with school sponsored events.

### **Late Bus Service**

Late bus service is available Monday through Friday. A student desiring to ride the late bus must obtain a late bus pass from a teacher or administrator before boarding the bus. Passes are issued only to those students who pre-arranged an after-school activity with appropriate staff.

### **Videotaping in School and on Buses**

It is the policy of Community High School District 117 to permit school officials to utilize video cameras in selected interior and exterior areas of the building and on school buses for the primary purpose of reducing and documenting disciplinary problems in the school and on the buses. Videotapes may be used with or without audio components. Students may be disciplined based in whole or in part on videotape evidence of misconduct.

A student being disciplined based on activities recorded on the videotape, and/or the student's parent(s)/guardian(s), may view the segment of the videotape that documents the incident in question. In appropriate circumstances, school officials may be authorized to show videotape to other government agencies, including law enforcement agencies and the Department of Children and Family Services.

## **Work Permits**

The Child Labor Law states students between the ages of fourteen and sixteen may not work more than three hours on a school day and never before 7:00 a.m. or after 7:00 p.m. No one under sixteen can be employed outside of school hours or during school vacations "in dangerous or hazardous factory work, at a place that serves alcohol, or in any occupation otherwise prohibited by law."

Students who are 14 or 15 years of age and plan to work after school hours or during vacations must obtain a work permit from the Main Office. **A parent/guardian must sign the application in person in order to obtain a permit.** The following items must be presented with the application:

- 1) Letter of intent to employ on company letterhead,
- 2) Proof of age in the form of a Birth Certificate, Baptismal Certificate, or Life Insurance Policy,
- 3) Social Security card,
- 4) Current physical within 1 year of the application date. Work permits are valid for one year from the date of issuance.

## **Student Activities**

A wide variety of activities directly related to the curriculum are available. There are two types of co-curricular activities (athletic and non-athletic) listed in our Curriculum/Student Activities Guide.

## **Athletics**

ACHS/LCHS are members of the Northern Lake County Conference (NLCC). Member schools include: Antioch, Grant, Grayslake North, Grayslake Central, Lakes, North Chicago, Round Lake, and Wauconda High Schools.

Sports for boys include bass fishing, cross-country, football, golf, soccer, basketball, wrestling, baseball, tennis, track, volleyball and cheerleading. Sports for girls include bass fishing, cross-country, field hockey, tennis, volleyball, basketball, bowling, soccer, softball, track and cheerleading.

The objectives of the various sports programs are similar in that they teach or enhance:

- |                         |                      |
|-------------------------|----------------------|
| 1. Sportsmanship        | 5. Leadership        |
| 2. Rules of the game    | 6. Discipline        |
| 3. Physical development | 7. Group cooperation |
| 4. Coordination         | 8. Skill development |

### **Student Athlete Concussions and Head Injuries**

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

Cross Reference: PRESS 7:305, Student Athlete Concussions and Head Injuries
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### **Sportsmanship**

Good sportsmanship is the attitude and behavior that exemplifies positive support for the interscholastic programs of the North Suburban Conference as well as for the individuals who participate in these programs. Persons involved in all facets of the interscholastic program are expected to demonstrate respect for others and display good sportsmanship.

A goal of the North Suburban Conference for interscholastic competition is to teach important values while enriching the educational experiences of young men and women. Good sportsmanship is one of those values.

### **Student Expectations**

High school athletic competition provides learning experiences for students and sometimes mistakes are made. Praise student athletes in their attempt to improve themselves as students, athletes, and individuals.

1. A ticket is a privilege to observe the contest, not a license to verbally assault others.
2. Learn the rules of the game.
3. Show respect for the Antioch/Lakes and opposing players, coaches, spectators, and support groups.
4. Respect the integrity and judgment of the game officials.
5. Recognize and show appreciation for an outstanding play by either team.
6. Controlled substances will not be tolerated.
7. Use only those cheers that support and uplift the teams involved.
8. Obey the rules and regulations set forth when a guest of any North Suburban Conference host school.

### **Athletic Training Rules and Eligibility Requirements**

Students participating in interscholastic athletics at Antioch and Lakes Community High Schools are required to complete a registration form that is available in the Athletic Office. The form outlines school training and eligibility rules. Parents/guardians and students must sign the form,

indicating an understanding of the rules and agreement to comply. Student athletes must achieve academic eligibility requirements as specified by District 117 Board of Education. In addition, athletes are required to have an annual physical examination and present proof of insurance. Physical examination forms may be obtained from the Athletic Office. An insurance plan for athletics is available through the school for a fee.

### **Code of Sportsmanship for Spectators**

1. Greet visitors with friendly applause.
2. Respect the property of the school.
3. Respect the authority of supervisory personnel and D117 staff at all times.
4. Refrain from applauding mistakes by opponents or penalties called against them.
5. Show respect for an injured player when she/he is removed from the contest.
6. Encourage your team by cheering for them – refrain from booing or making disparaging remarks about the team or officials.
7. Respect the judgment and strategies of the coach and the efforts made by the players.
8. Refrain from throwing objects of any kind.
9. Refrain from criticizing players, coaches, or officials during or following the contest.
10. Refrain from physically or verbally abusing supervisory personnel.

### **Dances**

Attendance at school-sponsored dances is a privilege. Only students who attend the school may attend school-sponsored dances, unless the principal or designee approves a student's guest in advance of the event. A guest must be "age appropriate," defined as under the age of 21 at the time of the dance. All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances.

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code. Guests must abide by all ACHS/LCHS rules. Parents/Guardians are always welcome to attend. ACHS/LCHS reserves the right to refuse entry to any student and/or guest.

Cross-references: PRESS 6:190, <i>Extracurricular and Co-Curricular Activities</i> , PRESS 7:240-AP1, <i>Code of Conduct for Extracurricular Activities</i>
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Guests must abide by all ACHS/LCHS rules. Parents/Guardians are always welcome to attend. ACHS/LCHS reserves the right to refuse entry to any student and/or guest.

### **Graduation Participation Policy**

Students who have qualified to graduate, but who choose not to participate in the voluntary Commencement Ceremony, will be issued a diploma the following week. To be eligible to participate in the Commencement Ceremony, the following requirements must be met:

1. The student must have successfully completed all District 117 curriculum requirements for graduation and fulfilled all state testing requirements.
2. The student must have paid all monetary obligations and fees.
3. The student must attend and complete Commencement practice.

Admission tickets to the Commencement ceremony will be divided equally among participating members of the senior class. Seniors who do not need the designated disbursement will be requested to share their extra tickets with classmates needing more tickets.

**Early Graduation:** The superintendent or designee shall implement procedures for students to graduate early, provided they finish 7 semesters of high school and/or meet all graduation



requirements. The Early Graduation application must be filed through the student's counselor no later than November 1<sup>st</sup>. Seniors who are approved to graduate early are eligible to apply for scholarships and awards.

For graduation requirements see your school counselor.

## **Meetings**

All regular meetings of school sponsored activity groups must be held in school and be directly supervised by an advisor. No social function of any type relating to the school may be held at homes of teachers or students without special permission of the administration.

Evening meetings or activities must be adjourned no later than 9:30 p.m. on school nights. Any deviation from this regulation must be approved by the administration prior to the meeting.

Students and parent(s)/guardian(s) are reminded of County and State Laws which require persons less than 18 years of age to be in their homes by 10:30 p.m. weekdays and 11:30 p.m. on weekends.

## **School Activities Request**

Any school organization, club, or class that would like to sponsor a student activity, dance, social function, or project must secure the proper form and set of rules from the office at least two (2) weeks in advance of the date of the activity. All club activities must appear on the school calendar and have the approval of the AD.

## **Student Services and Records**

The purpose of the ACHS and LCHS Student Services is to assist students in experiencing success in high school, to meet graduation requirements, and to develop a sound plan for post high school education and/or employment.

All guidance counselors participate in the planning and operation of the College and Career Center and Guidance Department programs.

### **Counselor Services To Students**

The guidance counselors provide the following services:

1. Offer academic advice, monitoring, and assistance with study skills.
2. Offer advice and resources regarding careers and colleges.
3. Provide information regarding the financial aid process.
4. Support and intervention for problems interfering with school performance.
5. Serve as a student advocate.
6. Assist with the student's orientation to Antioch/Lakes Community High School.
7. Provide information regarding community resources.

The Student Services Department also conducts group guidance activities aimed at assisting students to achieve success in school and to prepare for the future. Students may make appointments to see their counselors during their unscheduled time. Students will not be excused from class time for counselor appointments, except for emergencies.

### **Naviance Succeed**

Naviance Succeed is an on-line system that is to be utilized by students, parents, counselors, and faculty. It is to be used for the purpose of planning (what a student intends to achieve) and progress monitoring (what a student has achieved). Planning alone does not guarantee desired results. The use of Naviance allows students to compare their course of study, or four-year plan, to their post-secondary plan so that they can determine their level of career or college readiness.

Naviance is a valuable tool for students to conduct college searches, determine their likelihood of admission to a particular college, complete college and scholarship applications on line, and manage and track all aspects of the college admissions process.

## Notice of Non-Discrimination

Equal education and co-curricular opportunities, including programs, activities, services or benefits, shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, and actual or potential marital and parental status. Inquiries concerning the implementation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act, should be directed to the Principal.

## Notice Concerning Student Records

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 kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

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

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

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

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

A parent/guardian or eligible student may ask the District to remove certain scores of college entrance exams from their student's academic transcript. Students often take college entrance examinations multiple times in order to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in academic transcripts having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. To request the removal of scores on college entrance examinations, the parent/guardian or eligible student must submit a written request stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and

should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

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

**4. 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.

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

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

**6. 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, 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, 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.*

7. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.**  
Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or 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.
8. **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.**
9. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

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

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

## Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

### Transcripts

A permanent record is created for each student upon his/her entering Antioch/Lakes Community High School. All grades and Illinois state testing requirements become a part of this record. The permanent record is reproduced and forwarded in conjunction with applications for college, employment or transfers. Students 18 years or older or parent(s)/guardian(s) must sign a release granting permission for a transcript to be sent.

Recommendations for college or employment or other statements regarding a student's performance are provided only with the student's or parent(s)/guardian(s) written release. Students may retain or waive their right to view such recommendations.

### Transfer Student

Students who have earned credits at another high school will have such credits evaluated for transfer, based on credits earned for comparable attendance at Antioch/Lakes Community High School. Hours of attendance, duration of class periods, graduation requirements and accreditation vary among schools. Therefore, evaluation of credits is based on the best possible academic

preparation in a minimum of four (4) years of attendance.

Students transferring in to District 117 from out of state or from another Illinois public school district are required to provide an Illinois Student Transfer Form (ISBE 33-78) to verify whether or not the student is "in good standing" and are required to have up-to-date medical records. Community High School District 117 does not admit new students from Illinois public schools unless the transferring student is "in good standing". ("In good standing" means that the student is not being disciplined by an out of school suspension or expulsion and is entitled to attend class as of the date of the signature by the principal of the student's former school.)

Seniors transferring into Antioch/Lakes Community High School must attend a minimum of one semester to receive a diploma from Antioch /Lakes Community High School.

### **Full-Time Status**

Community High School District 117 students are required to maintain full-time status unless it can be documented otherwise due to medical conditions. Full-time status is defined as carrying a minimum of 3 potential credits per semester.

### **Grade Level Classification**

Credits are awarded at the end of each semester. One-half credit is awarded for each semester-long course passed. Students will be evaluated at the beginning of each academic year for the purpose of determining if they are on track to graduate. Grade level standing is determined by the number of credits earned at the end of each academic school year.

Sophomore in good standing	=	a minimum of 5 1/2 earned credits
Junior in good standing	=	a minimum of 11 earned credits
Senior in good standing	=	a minimum of 17 earned credits

**NOTE: To earn a high school diploma, students must take a state assessment for college and career readiness by their graduation date.**

**NOTE: To earn a high school diploma, students must take the ILLINOIS STATE REQUIRED EXAMS by their graduation date. The first time a student can take the ILLINOIS STATE REQUIRED EXAM is in the spring of their junior year. District 117 shall administer the ILLINOIS STATE REQUIRED EXAM or the IAA (Illinois Alternative Assessment), if applicable, to students in grade 11. Grade 11 means the point in time when a student has earned the number of credits necessary for enrollment in grade 11, as determined by the district. District 117 shall not promote a student to grade 12 status until that student has taken either the ILLINOIS STATE REQUIRED EXAM or IAA, as applicable. District 117 considers a student a junior or grade 11 by earning 11 credits.**

### **Honor And High Honor Graduates**

Community High School District 117 schools do not recognize valedictorian and salutatorian designations. At graduation, designations for honor and high honor graduate status are conferred. High honor and honor graduate status is awarded according to the following changes in School Board Policy:

Honors: Cumulative GPA of 3.6

High Honors: Cumulative GPA of 4.0 and no grade lower than a "C"

### **Physical Education Exemptions (Waivers)**

A student in grades 9-12 may submit a written request to the assistant principal requesting to be excused from physical education courses for the reasons stated below. The student may request to be exempt from his/her Physical Education course during the season in which they are participating based on the seasonal sport or the academic requirement. For winter sport athletes, the student may choose first or second semester for their exemption. Students must have been a

rostered athlete the year prior to be eligible. The students must be enrolled in six courses plus study hall and lunch. Exemptions are not automatic. Any student who is eligible and interested in receiving a Physical Education exemption must file a request for exemption. Applications need to be filed within the first five days of the season and returned to their counselor. Any waived student will be placed in a study hall during periods one through eight. A student that waived out of Physical Education and relinquishes his/her position on the team will need to make-up the days missed from Physical Education.

1. Enrollment in Reserve Officer's Training Corps (ROTC) program sponsored by the district.
2. Enrollment in a marching band program for credit
3. Ongoing participation in an interscholastic athletic program (student must be in the 11<sup>th</sup> or 12<sup>th</sup> grade)
4. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in the 11<sup>th</sup> or 12<sup>th</sup> grade); or
5. Enrollment in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in the 11<sup>th</sup> or 12<sup>th</sup> grade).

Students may also be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the medical practices act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with state and federal law.

A student who is eligible for a special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

### **Credit for Proficiency, Non-District Experiences and Course Substitutions**

#### **Credit for Non-District Experiences**

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College courses offering dual credit courses at both the college and high school level.

5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.
6. Work-related training at manufacturing facilities or agencies in a Youth Apprenticeship Vocational Education Program (Tech Prep).
7. Credit earned in a Vocational Academy.

Students must receive pre-approval from the building principal or designee to receive credit for any non-District course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students assume responsibility for any fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts that demonstrate successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal 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.

### **Proficiency Credit**

Proficiency credit is available in limited subjects where a student demonstrates competency. Contact the building principal for details.

### **Substitutions for Required Courses**

**Vocational or technical education.** A student in grades 9-12 may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing related vocational or technical education courses if:

1. The building principal approves the substitution and the vocational or technical education course is completely described in curriculum material along with its relationship to the required course; and
2. The student's parent/guardian requests and approves the substitution in writing on forms provided by the District.

**Advanced placement computer science.** The advanced placement computer science course is equivalent to a high school mathematics course only after earning credit for integrated Math 3. A student in grades 9-12 may substitute the advanced placement computer science course for one year of mathematics. The transcript of a student who completes the advanced placement computer science course will state that it qualifies as a mathematics-based, quantitative course.

**Volunteer service credit.** A student participating in the District's Volunteer Service Credit Program, if any, may earn credit toward graduation for the performance of community service. The amount of credit given for program participation shall not exceed that given for completion of one semester of language arts, math, science, or social studies.

Cross Reference: PRESS 6:310, *High School Credit for Non-District Experiences; Course Substitutions; Re-Entering Students*

### **Withdrawal and Late Enrollment**

A student will be considered to have officially withdrawn from Antioch/Lakes Community High School upon completion of a withdrawal form from Student Services. Students who do not report to classes by the tenth day of the semester or who do not attend school for 10 consecutive days without notice may be withdrawn.

### **Students Assistance Program (S.A.P.)**

The Student Assistance Program (SAP) helps students and parents cope with today's challenges

by bringing together students, families, school and community. A comprehensive SAP provides prevention and education to encourage healthy lifestyles as well as providing support and intervention services to students and their parents/guardians who may be experiencing problems and specifically problems with alcohol, tobacco and other drugs (ATOD). Community High School District 117 believes that parents have the strongest influence over their children's choice to experiment with and/or use ATOD. However, because adolescents spend about one-third of their waking hours in school and school-related functions, the school has a unique opportunity to reduce substance abuse on the part of students and provide solutions through the SAP. District 117 recognizes that ATOD use not only interferes with a student's ability to learn, but also leads to a multitude of other problems for students and their families. A major goal of the SAP is to intervene early on behalf of those students who are beginning to show signs of escalating academic, attendance, and behavioral problems at school.

## **Special Education**

Community High School District #117 serves students with special needs in the categorical areas of learning disabilities, emotional disabilities, cognitive disabilities, physical disabilities, speech and language disabilities, hearing and vision impairment, as well as other health impairments. Students with special needs are served in a range of service delivery models. The goal is to meet the educational, social and emotional needs of students, within the least restrictive environment, appropriate to the individual child. To offer a full continuum of educational options, the District may employ outside agencies in order to provide services unique to the individual child and their families. A student must have an Individual Educational Plan (I.E.P.) in order to receive special education services. Inquiries about services can be directed to Mr. Chris Waters ACHS Special Education Director, at 847-838-7272.

The following contains numerous policies and procedures applicable to students with disabilities. Included are policies detailing student and parent rights and discipline of students with disabilities: Education of Children with Disabilities, Discipline of Students with Disabilities, Exemption from PE Requirement, Certificate of High School Completion, and Access to Classroom for Special Education Observation or Evaluation.

The information listed below is detailed in the Notice of Procedural Safeguards for Parents/Guardians of Students with Disabilities. This document is provided to students with special ACHS Student Services Department or go to [www.isbe.net](http://www.isbe.net).

### **SECTION 504**

A student who may need special services or programs within the intent of Section 504 is one who:

1. Has a physical or mental impairment that substantially limits one or more major life activities, including learning; or
2. Has a record of such impairment; or
3. Is regarded as having such impairment.

Students may be eligible for services under the provisions of Section 504 even though they do not require services pursuant to the Education of the Handicapped Act, P.L. 94-142, P.L. 105-17 (EHA/IDEA). Please contact your child's assigned counselor if there are questions about a particular student's educational placement.

### **Alternative Educational Services**

Community District #117 may provide an alternative educational setting for students who have not made successful progress toward a high school diploma while enrolled in the regular curriculum. Recommendations for placement will be determined by an administrator/counselor committee. Space in this program is limited.



## **ANNUAL PARENTAL NOTICE FOR ACCESS TO PUBLIC BENEFITS OR INSURANCE**

**Notification of Release of Information:** We appreciate the opportunity to educate your child. As the cost of educating children with special needs continues to increase, we seek sources of funding to recoup those costs. In some cases, services provided pursuant to your child's IEP qualify for Medicaid reimbursement. This notice serves to remind you of your rights under the *Individuals with Disabilities in Education Act (IDEA)*.

Community High School District 117 may release information about your child to the Illinois Department of Healthcare and Family Services (e.g., Medicaid) and Community High School District 117's agent, as necessary to access your or your child's public benefits or insurance (e.g., Medicaid) for billing and processing claims for reimbursement for covered health-related services and the evaluations for services as outlined in the IEP. The following information may be released to the above-named parties for the reasons stated above in accordance with 34 C.F.R. Part 300:

- Your child's name, student identification number, and/or Medicaid number
- Your child's date of birth
- Your child's referral and evaluation information and reports
- The dates and times service is provided to your child at school
- The IEP goals your child is working on with these services
- The progress your child is making, including progress notes and report cards  
Description or list of services provided to your child pursuant to your child's IEP and which are covered by Medicaid as stated in IDEA regulations, 34 C.F.R. § 300.154(d)(2)(i)-(iii):
- You are not required to enroll in public benefits or insurance programs in order for your child to receive a free appropriate public education (FAPE) under IDEA;
- You are not required to incur out-of-pocket expenses such as the payment of a deductible or co-pay amount incurred in filing a claim for services provided pursuant to this notice, but Community High School District 117 may pay the cost that you otherwise would be required to pay for such services; and Community High School District 117 may not use your child's public benefits or insurance program if that use would:
  - Decrease available lifetime coverage or any other insured benefit;
  - Result in your family paying for services that would otherwise be covered by the public benefits or insurance program and that are required for your child outside of the time the child is in school;
  - Increase premiums or lead to the discontinuation of benefits or insurance; or
  - Risk loss of eligibility for home and community-based waivers, based on aggregate health-related expenditures for you or your child.

**Procedural Safeguard:** A one-time prior written consent will be requested to release personally identifiable information from your child's education records or information about the services that may be provided for the purpose of billing the agency responsible for the administration of the state's public benefits or insurance program (e.g., Medicaid) for IEP services. After providing your one-time consent, you understand and agree that Community High School District 117 may access your or your child's public benefits or insurance to pay for services under 34 C.F.R. Part 300. You also have the right to withdraw your consent to the disclosure of your child's personally identifiable information to the agency responsible for the administration of the state's public benefits or insurance program (e.g., Medicaid) at any time.

A withdrawal of consent or refusal to provide consent to the disclosure of personally identifiable information to the agency responsible for the administration of the state's public benefits or insurance program (e.g., Medicaid) does not relieve Community High School District 117 of its responsibility to ensure that all required services are provided at no cost to you consistent with the principles of FAPE under the IDEA. Your permission is voluntary and may be revoked at any time. You have the right to request a copy of the records disclosed.  
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## **Parental Right Notifications**

### **Teacher Qualifications**

Parents/guardians may request information about the qualifications of their student's teachers and paraprofessionals, including:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived.
- Whether the teacher is teaching in a field of discipline of the teacher's certification.
- Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office Contact District Office at 847-395-1421.

### **Standardized Testing**

Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year.
2. Ensure students get a good night's sleep the night before exams.
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein.
4. Remind and emphasize for students the importance of good performance on standardized testing.
5. Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils.
6. Teach students the importance of honesty and ethics during the performance of these and other tests.
7. Encourage students to relax on testing day.

### **Controversial Curriculum**

As in all areas, parents and guardians are a child's first and most influential teachers. Parents, guardians and schools share a common goal: we want students of all ages to be educated in all aspects of their lives. CHSD 117 understands that as a parent or guardian, you have the right to excuse your child from certain topics in our curricula. Please review the topics in the various syllabi provided to your child. Each student will be included in learning all content found in each syllabus unless you request that he/she be opted out during that specific time of learning. If opted out, your student will be provided with an alternative assignment. If you want to opt out your child from a

specific topic, please contact your child's teacher or the department's chair within two weeks of the start of the semester.

### **Homeless Child's Right to Education**

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

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

### **Sex Education Instruction**

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology. Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

### **English Language Learners**

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging state standards that all children are expected to meet. 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.

For questions related to this program or to express input in the school's English Language Learners program, contact Ms. Rebecca Holst(LCHS) at 847-838-7318 or Mrs. Meghan Bargar (ACHS) at 847-838-7767

## **Pesticide Application Notice**

The district will provide parents/guardians notification prior to the application of pesticides to school grounds. To be added to the list, or if you do not have an email, please contact Lesia Semitka at 847-838-7773. Please keep your email address current in our portal system.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

## **Mandated Reporters**

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

## **Transfer to another School**

If a student is a victim of a violent crime that occurred on school grounds during regular school hours or during a school-sponsored event, the parent/guardian may request a transfer to another public school within the district.

## **Sex Offender Notification Law**

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board. Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

## **Sex Offender & Violent Offender Community Notification Laws**

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.