

**Print Name:** \_\_\_\_\_

### **School Board Policy for Computer Vandalism**

Student involvement in malicious sabotage and/or vandalism of district computer hardware, computer software and/or peripheral devices will not be tolerated. Restitution may include any combination of the following:

1. Payment in the amount of \$45 per hour, or the present rate of payment for computer technicians, to repair all damaged computers.
2. Denial of use of all district computers for a time to be determined by the computer coordinator and the administration of the building and/or be subject to discipline procedures, including detention and/or suspension.
3. Withdrawal from the class(es) in which computer vandalism occurred with the opportunity to repeat the class during a subsequent school year.
4. Denial of use of specific computers or assignment to a specific computer for those remaining courses in which computer usage is an integral part of the required curriculum. A restriction on the type of computer and the times that the student may use the computers within the building may be imposed for those remaining courses the student must have to meet graduation requirements. The student may be denied admittance to those elective courses that require computers and are not required for graduation.
5. Criminal charges may be filed.

**I accept responsibility and agree to abide by all District 155 policies and regulations regarding the use of District 155 Computers, software and peripheral devices.**

### **Acknowledges Receipt of the Handbook 2011-12**

**I accept responsibility and agree to abide by all District 155 policies and procedures.**

**My signature is an acknowledgement that I have read the expressed policy and I have complete knowledge and understanding of its components and I have received the student Handbook.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## **Community High School District 155**

**District Center for Education** 815-455-8500  
One South Virginia Road, Crystal Lake, IL 60014  
Fax: 815-455-8514 Website: [www.d155.org](http://www.d155.org)  
Dr. Jill Hawk, Superintendent

**Cary-Grove High School** 847-639-3825  
2208 Three Oaks Rd., Cary, IL 60013  
Fax: 847-639-3873 Website: [www.d155.org/cg](http://www.d155.org/cg)  
Jay Sargeant, Principal  
Rebecca Saffert, Vice Principal  
Jim Kelly, Dean  
Joe Jauch, Dean  
Dr. Hank Harvey, Student Services Coordinator

**Crystal Lake Central High School** 815-459-2505  
45 West Franklin, Crystal Lake, IL 60014  
Fax: 815-459-2536 Website: [www.d155.org/clc](http://www.d155.org/clc)  
Steve Olson, Principal  
Dr. Eric Ernd, Vice Principal  
Steve Greiner, Dean  
Dave Shutters, Dean  
Julie Duncan, Student Services Coordinator

**Crystal Lake South High School** 815-455-3860  
1200 South McHenry Ave., Crystal Lake, IL 60014  
Fax: 815-455-6907 Website: [www.d155.org/cls](http://www.d155.org/cls)  
Marsha Potthoff, Principal  
Joe Cole, Vice Principal  
Sean Scotty, Dean  
Sean Levitt, Dean  
Josh Nobilio, Student Services Coordinator

**Prairie Ridge High School** 815-479-0404  
6000 Dvorak Drive, Crystal Lake, IL 60012  
Fax: 815-459-8993 Website: [www.d155.org/pr](http://www.d155.org/pr)  
Paul Humpa, Principal  
Lisa Connell, Vice Principal  
Emory E. Swinney, Dean  
Scott LeMoine, Dean  
Julia Nadler, Student Services Coordinator

**Haber Oaks** 847-462-1856  
400 Haber Road, Cary, IL 60013  
Debbi Cleary, Coordinator of Off Campus Programs

**Transportation** 815-455-0558  
Kathy Anes, Executive Director  
Norma Urbina, Routing Coordinator

## *High School District 155 Rules and Expectations*

All information, rules, and guidelines within this handbook extend to all students at all district sponsored and related activities, as well as field trips and athletic or music trips, whether held before or after school, evenings or weekends. This includes but is not limited to such activities taking place in district buildings, on district grounds, on district buses, or in vehicles, which are on district grounds.

This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, regulations and codes of conduct. The district considers membership or participation in a school-sanctioned activity to be a privilege and not a property right. This handbook provides a summary of school rules and expectations, but it does not purport to include all board policy provisions on all topics of relevance to students. This student handbook may be amended during the school year without notice. Board policies and the most recent editions of this handbook are available to the public upon request in the main office or the district website ([www.d155.org](http://www.d155.org)).

## General Information

### • The School Day

Except on Course Learning Team Late Start Mondays, school begins each day at 7:25 a.m. On Mondays, District 155 operates on a late start schedule, with classes beginning at 8:10 a.m. (see the district's website for more details). The last class ends each day at 2:50 p.m., except on the six scheduled early release days. On a standard school day, each of the nine periods is 45 minutes long. Between each period, there is a 5 minute interval for passing. Buses leave the school each day 10 minutes after school is dismissed.

<i>Daily Schedule</i>			
<i>Monday (Late Arrival)</i>		<i>Tuesday-Friday</i>	
<i>Period</i>	<i>Time</i>	<i>Period</i>	<i>Time</i>
1	8:10-8:50	1	7:25-8:10
2	8:55-9:35	2	8:15-9:00
3	9:40-10:20	3	9:05-9:50
4	10:25-11:05	4	9:55-10:40
5	11:10-11:50	5	10:45-11:30
6	11:55-12:35	6	11:35-12:20
7	12:40-1:20	7	12:25-1:10
8	1:25-2:05	8	1:15-2:00
9	2:10-2:50	9	2:05-2:50

<i>Early Dismissal Schedule</i>	
<i>Period</i>	<i>Time</i>
1	7:25-7:57
2	8:02-8:34
3	8:39-9:11
4	9:16-9:48
5	9:53-10:25
6	10:30-11:02
7	11:07-11:39
8	11:44-12:16
9	12:21-12:53

<i>Final Exam Schedule</i>			
<i>Time</i>	<i>Day 1</i>	<i>Day 2</i>	<i>Day 3</i>
9:25-10:35	7 <sup>th</sup> period	1 <sup>st</sup> period	3 <sup>rd</sup> period
10:45-11:55	8 <sup>th</sup> period	2 <sup>nd</sup> period	4 <sup>th</sup> period
12:05-1:15	9 <sup>th</sup> period	5 <sup>th</sup> period	6 <sup>th</sup> period

### • Basic Fees

At the time of registration, each student will pay a basic fee. In addition, other educational materials may be required for specific courses. Other optional items may be purchased for the student's convenience (e.g. yearbook, student activity ticket). Any monetary charge collected by the school district or the school as a prerequisite for participation in any curricular or extracurricular program of the school district or the school is considered a student fee.

- **Care of Books**

Renting textbooks rather than requiring students to purchase them is both economical and convenient. It is expected that students will take reasonable care of these books. The student to whom it was issued will pay for any book that is lost or damaged.

- **Waiver of Fees**

Charges such as those for lost or damaged books, locks, materials, IDs, supplies, and equipment, as well as charges for school dances and optional travel with a school club, are not considered to be student fees.

The first bill or notice of each school year sent to parents who owe fees must state that the school district waives fees for those unable to afford them, in accordance with this policy, and must describe the waiver procedure or the name, address and telephone number of the contact person regarding fee waivers.

Although the school board may establish fees and charges to fund certain school activities, the board recognizes that some students will be unable to pay these fees.

Students whose parents are unable to afford student fees, defined above, may receive a waiver for the following fees:

- Book rental, student handbook, gym locker, required lab fees and manuals, required workbooks and field trip, towel service, and school newspaper.

Applications for fee waivers may be submitted by a parent/guardian of a student who has been assessed a fee. An application form is available from the building principal.

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

1. The student is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families with Dependent Children).
2. The student is currently eligible for free meals under the National School Lunch Act.

Also, consideration will be given by the building principal to additional factors such as:

1. Unusual expenses such as fire, flood, etc.
2. Emergency situations
3. Death or illness in the family

The parent/guardian must submit written evidence of eligibility for waiver of the student's fees to the building principal. The building principal will notify the parent/guardian as to whether the fee waiver request has been granted or denied within 30 days after

receipt of the request. A denial must state the reason and inform the parents of their right to appeal, including the process and timelines for that action. The denial notice must also explain that the parents may reapply for a fee waiver any time during the school year, if circumstances change.

A principal's denial of a fee waiver request may be appealed to the superintendent or his/her designee (as long as it is not the person who initially denied the waiver or a subordinate of that person) within fourteen (14) days of the denial. If appealed, the superintendent will reconsider the decision to deny the fee waiver request, and will notify the parent/guardian of his/her decision within 30 calendar days after receipt of the parents' request for an appeal. The parents have the right to meet with the person who will decide the appeal to explain why the fee waiver should be granted.

No fee may be collected from any parent who is seeking a fee waiver in accordance with the school district's policy until the district has acted on the initial request or appeal, and the parents have been notified of its decision.

School records that identify individual students as applicants for, or recipients of, student fee waivers are subject to the confidentiality requirements of the Illinois School Student Records Act.

- **Activity Tickets**

The purchase of a student activity ticket entitles the student to admission to any of the listed school events. Tickets may be used only at the school from which they were purchased, and only when accompanied by a student identification card. Student activity tickets are non-transferable. The ticket allows for entrance to the following events hosted at the school: all football, basketball, volleyball, wrestling contests, and band concerts.

The activity ticket will be sold at registration or in the bookstore. IHSA playoff games or tournaments are not included.

## **Student Daily Life**

- **Pride in Your School**

One trait of a good citizen is pride. Each and every student should take pride in the school. When students believe and act positively in their work, they will have reason to take pride in their school and they will be helping themselves. Its students judge a school just as students are judged by their school.

Therefore, it is important that students think and act responsibly within the community as well as on the school grounds. It may be necessary for the school administration to remove students from a position of student responsibility or honor if their actions at school

or during school activities bring discredit to the school and its student body.

• **Student Responsibilities**

Students are guaranteed certain individual rights and have corresponding individual responsibilities. Parents, teachers, and administrators have a responsibility to protect the rights of students while maintaining an educational atmosphere conducive to the teaching and learning process. The concept of balancing the rights of the individual with the rights of society is as valid in the educational community as in the larger community. There are also certain responsibilities required of a citizen who is a student in school while on or off campus:

1. To become informed of and adhere to reasonable rules and regulations established by the board of education and implemented by administrators and teachers.
2. To respect the rights and individuality of other students, school administrators, and teachers.
3. To respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school-sponsored activities.
4. To dress and groom in a manner that meets reasonable standards of health, cleanliness, and safety.
5. To be punctual and present in the regular or assigned school program.
6. To refrain from gross disobedience or misconduct or behavior that materially and substantially disrupts the educational process.
7. To maintain the best possible level of academic achievement.
8. To refrain from libel, slander, obscene or vulgar remarks in verbal and/or written expression.
9. To immediately inform an administrator or other staff of a clear and present danger to the school community.
10. To understand that all school rules apply to all students riding transportation provided by or arranged by District 155.

Learning is best accomplished in a stable, positive environment based upon mutual respect between faculty and student. In order to maintain this environment, it is necessary to establish standards of behavior and conduct. The schools have the responsibility of providing a laboratory for community living, which requires students to abide by standards of conduct and face disciplinary action when they violate them. This handbook sets forth standards for students attending schools in District 155.

• **Equal Educational Opportunities**

Equal educational and extracurricular opportunities shall be available for all students without regard to race, color, national origin, sex, religious beliefs, physical and mental handicap or

disability, status as homeless, or actual or potential marital or parental status, including pregnancy. Further the district will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the district remains viewpoint neutral when granting access to school facilities under its policies and procedures. Any student may file a discrimination grievance by using the Uniform Grievance Procedure.

- **Sex Equity**

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

Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the School Board's resolution of the complaint to the regional superintendent of schools, and thereafter, to the state superintendent of education.

- **Sexual Harassment**

It is illegal and against board of education policy for any employee, student or other person, male or female, to sexually harass an employee or student while that employee or student is on school property or engaging in school activities or school business, or as a result of the employment or educational relationship.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- (a) Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic status; or
- (b) Submission to or rejections of such conduct by an employee or student is used as the basis for academic decisions affecting that student or employment decisions affecting that employee; or
- (c) Such conduct has the purpose or effect of substantially interfering with a student's academic performance, or creating an intimidating, hostile or offensive working or educational environment.

A student engaging in sexual harassment will be subject to discipline, up to and including expulsion. Other individuals engaging in sexual harassment of employees or students may be excluded from school property and/or school activities.

The initiation of a complaint of sexual harassment will not adversely affect the terms and conditions of the complainant's academic status in the district.

Moreover, any student may file a sexual harassment grievance. Please see District 155 board policy 3262 (General Personnel-Harassment).

• **Physical Accessibility and Accommodations**

The schools of Community High School District 155 are physically accessible to individuals with disabilities, and accommodations shall be made for students and parents with disabilities. If you need special accommodations to participate in activities such as parent conferences, school programs, or board meetings, please contact the building principal's office.

• **Uniform Grievance Procedure**

Students or their parent(s)/guardian(s), employees, or community member should notify the district complaint manager, Dr. Randy D. Davis, director of human resources, within fourteen (14) days if the individual raising the issue believes that the board of education, its employees, or agents have violated his/her rights guaranteed by the state or federal Constitution, state or federal statute, or board policy including:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Title VII of the Civil Rights Act of 1964.

Claims alleging discrimination by the school district on the basis of sex in the provision of any student program, activity, service, or benefit shall not be reviewed under this policy. Such claims shall be reviewed under board policy 3262 (General Personnel-Harassment).

The complaint manager will endeavor to respond to and resolve complaints without resorting to the grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. A person's right to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

1. **Filing a Complaint**

A person (hereinafter complainant) who wishes to avail himself/herself of this grievance procedure may do so by filing a complaint in writing with any district complaint manager within ten (10) days of the event. The complainant shall not be required to file a complaint with a particular complaint manager and may request a complaint manager of the same sex. A meeting between parties will be held within ten (10) days. The complaint manager may assist the complainant in filing a grievance. The complaint manager may request the complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parents/guardians of a student.

## 2. Investigation

The complaint manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the complainant is a student, the complaint manager will notify his/her parent/guardian that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the complainant will not be disclosed except (1) as required by law or this grievance procedure, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the complainant. The complaint manager shall file a written report of his or her findings with the superintendent within five (5) days. If a complaint of sexual harassment contains allegations involving the superintendent, the written report shall be filed within five (5) days with the board of education, which shall consider the matter for sixty (60) days and render a decision in accordance with Section 3 of this grievance procedure. The superintendent will keep the board informed of all complaints.

## 3. Decisions and Appeal

After receipt of the complaint manager's report, the superintendent shall render a written decision that shall be provided to the complainant within ten (10) days. If the complainant is not satisfied with the decision, the complainant may appeal it to the board of education by making a written request to the complaint manager within ten (10) days from receipt of the superintendent's response. The complaint manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the board of education. The board shall consider the appeal within sixty (60) days and a written response shall be given within five (5) days of its decision. The complainant may appeal the school board's decision to the regional superintendent and thereafter to the state superintendent. This grievance procedure shall not be construed to create an independent right to a board of education hearing.

The district's nondiscrimination coordinator may be appointed a complaint manager. The current complaint manager is:

Dr. Randy Davis  
Director of Human Resources  
District 155  
One South Virginia Rd.  
Crystal Lake, Illinois 60014  
815-455-8500

### • **Bus Transportation**

Bus transportation is provided for all students who live 1.5 miles or more from school. On registration day in the fall, each student who qualifies for transportation must sign up. Even those students who plan to ride the school bus just once must have a bus permit. Students eligible for transportation who have signed up for it, will

receive a means of identification to present to the bus driver. School rules apply to all students who are transported by the district, in addition to specific bus regulations. Once a student boards the bus in the morning, it is considered part of the school day. All students are required to go directly from the bus into the school building. On the return trip home, students may only disembark at their designated bus stop. Consequences for failing to follow these guidelines may include loss of bus privileges, detention, or suspension. Temporary bus passes may be obtained through the main office for special situations only upon parent request. If you have any questions regarding bus transportation, please call (815) 455-0558.

- **Dances/School Activities/Extracurricular Activities**

Each year there are a number of opportunities for students to attend dances. Student identification cards are required. Guest passes for students who do not attend the host school must be obtained in advance from the dean's office. Grade school and junior high school students are not permitted to attend dances in District 155. Individuals 21 years and older are not permitted to attend dances. Once there, students may not leave the building and reenter. The school has the right to refuse entry.

- **Health Examinations and Immunizations**

Illinois law requires students to have a health examination within one year before entering various grades, including ninth grade. Students must provide evidence of such examination, along with all required immunizations, prior to entering school. Parents who object to these requirements for religious reasons should present a signed statement of objection to the principal's office.

- **Library/Media Center**

The library has a collection of books, magazines, newspapers, CD ROM products, and audio-visual materials selected to fulfill classroom assignments and recreational needs. In addition to being open during all regularly scheduled class periods, the library is open before and after school. The library staff is there to assist in the use of library materials. Do not hesitate to ask for help.

- **Locks and Lockers**

At the time of registration, every student is issued an individual locker, which remains school property. All students are required to use a lock from the school for this hall locker. With reasonable care and use, this lock will last for the entire four years in high school.

Each student must use the locker assigned at registration. If for any reason, a locker cannot be used, the trouble should be reported to a dean.

The locker combination should be kept secret. The locker should be kept locked at all times when it is not in use. If the locker does not open or is damaged in any way, it should be reported to the dean's office. Each student will be held responsible for the treatment the

locker receives during the course of a school year. The locker is designed to withstand reasonable wear and tear, and should show no signs of excessive use at the conclusion of the school year.

Student lockers may be subject to search at any time.

Under the Illinois School Code, students have no reasonable expectation of privacy in lockers and other school property, or in their personal effects left in such places. The School Code allows school authorities to maintain order and security in the schools by inspecting and searching student lockers and other school property (including desks and parking lots), as well as personal effects left in those places, without notice to or the consent of the students, and without a search warrant.

- **Lost and Found**

If you have lost an item, you should check at the dean's office. Any articles you find should be turned into the dean's office. Articles will be disposed of after every quarter. Schools are not responsible for lost or stolen items.

- **Students Excused During the School Day**

All students are expected to remain at school from the beginning of the school day until the end of the school day, unless granted permission by prior approval from the superintendent or designee.

With the prior written request of legal/guardian, and administration's approval, junior and senior students may be excused during their designated lunch period for the school year. The privilege of off-campus lunch may be revoked due to tardies and/or absences to class immediately following the assigned lunch or for other behaviors deemed inappropriate by the administration.

- **Messages**

Students should inform parents that incoming calls and messages will be delivered to students only in extreme emergencies. Due to the number of students served in the high school, it is impossible to deliver phone messages of a routine nature.

- **Nurse/Dispensing Medication**

There is a school nurse on duty each day. A student who becomes ill at any time during the day should obtain a pass from a teacher and go to the nurse's office. Students will only be excused for missing a class due to illness if they go to the nurse's office for treatment. If the illness is of a nature that requires a student to be sent home, the nurse will issue a pass to leave school. The nurse's office is not intended to be used as a location to spend time to avoid classes or rest. A student may not go home due to illness without permission from the nurse.

Medication should be administered at home. However, under certain circumstances, it is in the best educational and health

interests of the student to take medication(s) during the school day. Those medications that are necessary to maintain the student in school and must be given during school hours shall be stored and dispensed by the nurse. The nurse must have an Authorization for Administration of Medication form to administer any medication. Such forms are available in the nurse's office.

A completed Authorization for Administration of Medication form shall be placed in the student's cumulative file, with a copy to the school nurse and principal of the school that the student attends.

Once an Authorization for Administration of Medication form is on file, the school nurse shall administer medication as follows:

Prescription Medication Prescription medications must be brought to school in the original container, which must display:

1. Student's name;
2. Prescription number;
3. Medication name, dosage, route of administration, and other required directions;
4. Licensed prescriber's name;
5. Date and refill instructions;
6. Pharmacy name, address, and phone number;
7. Name or initials of pharmacist.

Non-Prescription Medication. Over-the-counter medications must be brought to school in their unopened original container with the seal unbroken and the student's name affixed to the container.

All Medication. All medications shall be stored in a separate locked or secure area. Medications requiring refrigeration shall be refrigerated in a secure area. Each dose of medication shall be documented for the student's health records.

Discretionary Administration of Medication. If the parent/guardian consents to the administration of medication on a discretionary basis, the school nurse shall provide the necessary information and instructions for the administration of the medication including detailing any side effects to the designated personnel. The administration of medication on a discretionary basis shall be done only by a school nurse, who may be a certificated or a non-certificated registered professional nurse or a previously designated and instructed employee after consultation with an approval of the school nurse.

Self-Administration of Medication. If a parent/guardian authorizes a student's self-administration of medication, all procedures above must be followed. Self-administration of all medications shall be in the presence of designated school personnel and the district shall store medication. However, a student with an asthmatic condition who is prescribed asthma medication by a physician, or other

medical professional authorized to prescribe asthma medication under the law, may possess and use his/her asthma medication during school or at school sponsored activities without the supervision of district personnel provided his/her parent/guardian has so authorized on the Authorization for Administration of Medication form.

Compliance with Rules. Students may not allow others to carry, possess, or use their prescription or non-prescription medication. **Violation of any of these rules may result in discipline.**

- **School Resource Officer**

The City Council of Crystal Lake and the Village Board of Cary have authorized funds for the purpose of having a school resource officer in each of the District 155 schools. The school resource officer promotes the safety and welfare of the education environment.

- **Signs and Posters**

Permission must be received from a dean or vice principal before any sign or poster may be hung in the halls or classrooms.

- **Special Education**

All students with disabilities are entitled to a free appropriate public education pursuant to the guidelines established in the Illinois School Code and the federal Individuals with Disabilities Education Act. Inquiries regarding the identification, assessment and placement of a student who may have a disability should be directed to the student's guidance counselor. The school will provide, upon request by any person, written materials and other information that indicates the specific policies, procedures, rules and regulations regarding the identification, evaluation or educational placement of children who are or may be disabled. Parents, staff, students, and community members are encouraged to contact the director of student services at 815-455-8500 for any questions about the identification, assessment, and educational placement of special education services to eligible children—whether or not they are currently enrolled in the district.

- **Behavioral Interventions Policy (4307)**

The state statute regarding behavioral interventions for students with disabilities receiving special education and related services requires that each school inform its students of the existence of the policies and procedures annually. The district's Behavioral Interventions Policy (4307) is available at the district office and on the District 155 website.

Community High School District 155 recognizes the need to consider a behavior management plan for a student receiving special education services who, according to the findings in his/her IEP, is not capable of following all District 155 rules and regulations for students as outlined in the student handbook and as adopted by the board of education or a particular school.

A behavioral management plan developed for a student found to require such a plan will be consistent with generally accepted behavioral intervention practices while giving as much effect to the rules and regulations as may be practicable and in consideration of the ISBE Behavioral Interventions in Schools: Guidelines for Development of District Policies for Students with Disabilities or other similar guidelines adopted for use in the district's schools by the administration.

At an annual individualized education plan review, the school shall:

1. Explain the local policies and procedures.
2. Furnish a copy of the local policies to the parents and guardians.
3. Make available, upon the request of any parents and guardians, a copy of local procedures.

• **Student Identification**

A student identification card is issued to each student at registration. It will be necessary to present this card for identification purposes at school functions. The cost is \$5.00 to replace a lost or altered card. The card contains the student's picture and embossed name in addition to other pertinent information.

Students are required to carry their ID at all times. The student identification card may serve as the following: (1) library card; (2) bus boarding permit for qualified students; (3) work-release permit; (4) permission to leave school grounds for lunch; (5) proof of current enrollment at district-related activities; (6) activity ticket; (7) required for admittance for dances; (8) required for admittance into computer labs; (9) required for admittance into library/media center (10) used to check out textbooks; (11) and used as point-of-service purchasing card in school cafeterias.

The student identification card must be presented at the request of any school employee. Failure to present a student ID may result in disciplinary action.

• **Student Pass**

A student pass will be issued either in the dean's office or from a teacher, depending upon various situations. All students are required to have a student pass or hall pass if they are in the halls during a class period. Students must go directly to the specified destination indicated on the pass and remain there the entire class period, or as indicated by the dean's office or teacher on the pass itself. Students sent from a class or study hall for disciplinary reasons must go directly to the dean's office unless otherwise directed by the teacher.

• **Student Services**

District 155 has a full-time staff of school counselors who are trained to assist young people in the areas of academic supports, post-high

school planning, and social-emotional wellness. Students are encouraged to make use of the facilities and personnel available to them. Questions regarding the selection of subjects, academic difficulties, adjustment problems, and general school information should be directed to the counselors. The counselors can also assist in decisions concerning future plans after leaving high school.

School psychologists and social workers also are available in the school district. These student services personnel are prepared to assist students who have difficulty in conduct, personality, home, and school adjustment. Anyone wishing to use their services may make appointments directly with them or through student services personnel.

#### • **Vehicle Regulations**

The privilege of parking on school grounds is limited. Suspension of driving privileges, towing of vehicles at owner's expense, and/or disciplinary action may occur if any of the following regulations are violated:

1. Only motor vehicles registered with the school and properly displaying the current decal may park on school grounds.
2. All cars should be locked after arriving at school.
3. All motorized vehicles must be legally parked in the student parking lot. Illegal parking includes, but is not limited to, parking in the fire lanes, along the sidewalks, straddling parking space lines, or in the visitor or faculty parking lots.
4. There shall be no driving over 15 miles per hour or any form of reckless driving on school grounds.
5. There is to be no loitering in the parking lot or visitation to cars without permission.
6. Student vehicles may be subject to search at any time. Under the *Illinois School Code*, students have no reasonable expectation of privacy in lockers and other school property, or in their personal effects left in such places. The *School Code* allows school authorities to maintain order and security in the schools by inspecting and searching student lockers and other school property (including desks and parking lots), as well as personal effects left in those places, without notice to or the consent of the students, and without a search warrant.
7. The school is not responsible for student property.
8. Students are reminded that the parking lot supervisor has full authority to maintain and enforce all school rules.
9. Students possessing fraudulent stickers or involved with misrepresentation of parking privileges will be subject to disciplinary action.
10. Any student who assists another student to leave the school without authorization will be subject to disciplinary action and search of person and vehicle.
11. Parking permits are non-transferable.
12. Students who leave campus without permission may lose the privilege to park on school grounds.

13. Excessive violations of school policy, standards, and procedures may result in future and/or current parking privileges being revoked.
14. All off-road vehicles (e.g. snowmobiles, dirt bikes, four-wheelers, etc.) are prohibited on school property due to safety and liability conditions upon such premises.

Students, who apply for and receive decals for the purpose of identifying cars, do so with an understanding of their responsibility in following the foregoing rules.

- **Video Surveillance**

Students, parents, and visitors should be aware that video cameras record 24 hours per day in various locations throughout the campus and building hallways. Video cameras may be used on school buses as necessary in order to monitor conduct and maintain a safe environment for students and employees. Video cameras will not be placed in restrooms, locker rooms, changing rooms or any other location prohibited by law. Video recordings may not include an audio component. Students may be disciplined based in whole or in part on video recordings evidence of misconduct.

- **Vision Screening**

Vision screening will be done, as mandated, for the following children: special education students, students new to the school who have not had a screening completed in the last 12 months or on file at the time of the student's transfer, and referrals from teacher/parent request in the current school year. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an eye examination has been administered within the previous 12 months and that evaluation is on file at the school. This notice is not a permission to test and is not required to be returned. Vision screening is not an option. If a vision examination report is not on file at the school for your child, and he/she is in the mandated age group, he/she will be screened.

- **Cooperative Education Students**

All cooperative education students are required to attend at least five (5) periods of school each day. Those students who are involved in the Cooperative Education Program are released from school in order to fulfill their job requirements. A student who does not attend all scheduled periods may not report to the job that day. Each cooperative education student must carry an identification card specifying the period of release for the day. Cooperative education students are to leave school immediately after their final class and are not to return to campus until 40 minutes after the end of the school day (3:30 p.m.) except for academic and extracurricular purposes as approved by the principal or his/her designee. Students violating this rule may be dismissed from the Cooperative Education Program and may be assigned to study halls.

## Attendance Policies

### • Attendance

Community High School District 155 considers attendance in class to be a crucial component of a student's successful high school education. As such, attendance constitutes part of the academic program in the district. When a student is absent for all or part of a day, a parent or guardian must call the school on that day and report the reason for the absence. The call must be made each day of the absence. Students will be allowed **six (6)** days of absence per semester without question, provided there is a call from a parent. **(Note: absences that are valid and accompanied by supporting documentation are not counted toward the six days of absence.) Counting of these days starts over at the beginning of each semester.** Absences without a parent call within 24 hours of the absence will be recorded as cuts. There will be no make-up privileges provided for classes that are cut. Detentions will be assigned for class cutting. Three (3) cuts to any class will result in the student being removed from the class with a Withdrawn/Failure.

Absences will be **EXCUSED** only for the following reasons:

1. Illness. A doctor's statement may be required for repeated or extended absences.
2. Observance of a religious holiday.\*
3. Serious illness or death in the immediate family, or family emergency.
4. School-related activities such as field trips, music tours, or participation in athletic contests.
5. Scheduled family activity/extended planned absences, if cleared with a dean at least one week in advance of the day of departure.
6. Doctor/Dentist appointments, if cleared in advance and verified by doctor's note/receipt specifying date and time.
7. College visitation days. A maximum total of two days may be allowed during the junior or senior years. Proof of visitations (literature or note signed and dated by the registrar or advisor) is to be presented to the attendance office upon return to high school.
8. Required court appearances verified by a parent and court documentation.
9. Emergencies as approved by the principal, vice-principal, or dean.
10. Such other circumstances which cause reasonable concern to the parent for the safety or health of the student. Parents seeking excusal of their student for this reason must provide verification to the principal, vice principal, or dean.

\* The parent(s)/guardian(s) must give written notice to the district five (5) days before the student's anticipated absence. It shall be the responsibility of

the teacher and administrators to make available to each student who is absent from school because of a religious observance an equivalent opportunity to make up any examination, study or work requirements that she/he missed because of such absence on any particular day.

Students will retain make-up privileges for missed work and assignments only if the school excuses the absences. Under the Illinois School Code, the school determines whether an absence is

1. An EXCUSED absence,
2. A TRUANT/UNEXCUSED absence, or
3. A CUT absence.

Work missed due to TRUANT/UNEXCUSED absences or CUT absences may not be made up.

If the parent or guardian repeatedly fails to notify the school the day of a student's absence, it will be assumed that the absence is a CUT, and the cut procedure will be enacted.

Any student who leaves school without permission from school personnel will not be excused. Single- or multiple-period absences during the school day, which are not excused in advance, shall be considered CUTS, and the cut procedure will be followed.

Once the student has accumulated **six** absences **without** supporting documentation, the student will be brought up at the weekly Student Support Team (SST) meeting and contact will be made with the parent by the nurse, school counselor, or social worker. The purpose of this contact is to ascertain the reason for absence (medical, mental health, or behavioral) so that the appropriate staff member (nurse, social worker, school counselor, or dean) can manage the case. Additionally the staff member will explain that one of the above conditions (see "Excused" Absences) must be met, and that appropriate documentation must be supplied or future absence will be considered "Truant."

The **seventh** day of absence without a valid **EXCUSED ABSENCE** will be considered **Truancy #1**.

- A letter will be sent home detailing the attendance policy
- No make-up work allowed for class/classes missed

The **eighth** day of absence without a valid **EXCUSED ABSENCE** will be considered **Truancy #2**.

- Parent contact made via phone by school personnel
- Intervention and/or contact will take place at this time.
- A letter will be sent home detailing the attendance policy
- No make-up work allowed for class/classes missed

The **ninth** day of absence without a valid **EXCUSED ABSENCE** will be considered **Truancy #3**.

- Home visit made by school personnel may occur
- A letter will be sent home detailing the consequences of the next absence.
- No make-up work allowed for class/classes missed

The **tenth** day of absence without a valid EXCUSED ABSENCE will be considered **Truancy #4**.

- Considered cut #1
- Detention assigned
- Phone contact from school personnel
- Commons study hall privileges revoked-if applicable
- No make-up work allowed for class/classes missed

The **eleventh** day of absence without a valid EXCUSED ABSENCE will be considered **Truancy #5**.

- Considered cut #2
- Parent and student will meet with dean/school counselor/social worker/nurse at school to explicitly detail that the next step in the attendance procedure will be student withdrawal from class/classes.
- Detention assigned
- No make-up work allowed for class/classes missed

The **twelfth** day of absence without a valid EXCUSED ABSENCE will be considered **Truancy #6**.

- Considered cut #3
- Parent contacted by school personnel
- Student will be denied the ability to earn academic credit from class/classes

The **fifteenth** day without a valid EXCUSED ABSENCE may result in the situation being referred to the Regional Superintendents Office and truancy being filed if the student is under 17 years of age. Please see the Truancy Referral Form from the Regional Superintendents Office. The fifteenth day without a valid cause is also the 9<sup>th</sup> day of unexcused absence. Nine days of unexcused absences are required prior to processing a referral with the Regional Superintendents Office.

*A total of 12 days missed = 13% of an eighteen week semester.*

**\*\*Counting of these days starts over at the beginning of each semester\*\***

• **Truancy/Unexcused**

As required by law, the district has adopted policies that identify the appropriate supportive services and available resources that are provided for truants or chronic truants. *A chronic or habitual truant is a child subject to compulsory attendance laws who is absent without valid cause from school for 10 percent of more of the previous 180 regular attendance days.* 105 ILCS 5/26-2a. Disciplinary action related to truancy may be taken, provided, however, that no student shall be subject to punitive action for chronic and habitual truancy, as that term is defined in the *Illinois School Code*, unless available supportive services and other school resources have been provided to the

student. For more information, please refer to the District 155 board policy 4120.

- **Class Cut Procedure**

Students must attend all assigned class periods including study hall. Class cutting will result in the loss of make-up privileges. A student who cuts a class three times will be dropped from that class for the remainder of the term, receive no credit, received a grade of Withdrawn/Failure (WF) on the grade card and an "F" will be factored into the grade point average unless the student successfully retakes the class. When dropped from a class, the student will be assigned to a study hall during that period. Appropriate disciplinary action will be taken which may include suspension from school.

- **Tardies**

Punctuality is a trait which a good school citizen exhibits each day. Students must be in their chairs and ready to study when the tardy bell rings in order to be considered on time. Repeated tardies will result in appropriate disciplinary action which may include after-school detention, Friday/Saturday detention, disciplinary step, suspension, and/or removal from class.

- **Passport to leave school early**

On rare occasions, a student may need to leave school early. Appointments should be made when the student is not in school. However, if a student needs to be excused from school for only part of the day, the parent must call the school before the student leaves.

A student leaving school early must go to the dean's office and sign out. Returning students must sign back in at the same office. Students who leave without administrative approval will be subject to disciplinary action.

- **Scheduled Family Activity/Extended Planned Absence**

The school calendar is available on the district and school websites. Each student and parent/guardian should be aware of all school breaks. Whenever possible, visits, trips, appointments, etc., should be scheduled during break times or the weekends. Winter break and spring break are the two long vacations each year. Normal school activities which may include tests, quizzes, lab work, projects, and homework will be held the last day before the break begins and immediately after returning to school. It is very important not to miss these days. Pursuant to District 155 board policy 4115, when a student is absent due to a family activity/extended planned absence, the full responsibility for academic progress is that of the student and the parents. Teachers will not be responsible for tutoring or providing make-up privileges; however, make-up tests and assignments may be obtained from the teacher at the teacher's convenience.

The following criteria will be used to determine if the absences will be classified as "excused" or "unexcused":

- A Scheduled Family Activity/Extended Planned Absence application form is completed, filed, and approved by the dean at least one week in advance of departure.
- Grades in progress will be reviewed.
- Total number of absences to date will be reviewed.
- Up to ten cumulative “excused” family activity/extended planned absence days per year may be granted. After the pre-approved “excused” days have been exhausted, the absence will be coded as “unexcused” and students will not earn credit for those days.

Students failing to follow procedures will forfeit make-up privileges that may be available.

## **Student Conduct**

### **• Conduct of Students**

Student discipline is set forth in board of education policy, and corresponding rules and regulations are found here in the student handbook. Students and their parents receive a copy of these detailed guidelines at the beginning of every school year; new students receive them within 15 days of their first attendance day in the district. Students and parents, who wish to receive an additional copy of the district’s discipline policy, or the rules and regulations, may obtain one in the principal's office. Both the student handbook and the full board of education policy are available on the District 155 website ([www.d155.org](http://www.d155.org)).

Student conduct while in attendance at school and school-sponsored activities or on school grounds requires respect for property and self-controlled behavior that will not interfere with the rights and opportunities of others, nor injure or damage the person or property of others. Conduct which is detrimental or disruptive to the students, teachers, or other personnel and school property or which breaks any laws will not be tolerated and may be the basis for discipline. The board of education reserves its right to suspend or expel students who have committed acts of gross disobedience or misconduct. Gross disobedience or misconduct also is any conduct, behavior or activity, as defined by the board of education in its policies that causes, or may reasonably cause, school authorities to forecast substantial injury or disruption or material interference with school-related activities or the rights of other students or school personnel or the risk of the same. Students who are in violation of misconduct may also lose the right to certain privileges such as (but not limited to) attendance of extracurricular activities, dances, prom, senior breakfast, and graduation.

Fighting and/or the possession, control, use or transfer of a weapon\* at school, any school sponsored activity or event, or any activity or event which bears a reasonable relationship to school will not be tolerated. This includes weapons, look-alike weapons, or any other object which, when in your possession, poses a threat to yourself or others or which may be used or attempted to be used to cause bodily harm. Pursuant to state and federal law, it is the policy of the board of education to expel from school for at least one calendar year (but no longer than two calendar years) any student who possesses, controls, uses or transfers a weapon as defined in those statutes, including look-alike weapons. The superintendent may modify the expulsion period, and the superintendent's determination may be modified by the board of education on a case-by-case basis. Students are subject to discipline, up to and including suspension or expulsion, if they have knowledge of a weapon or look-alike weapon, and fail to report their knowledge to school personnel.

\* For purposes of general disciplinary authority, "weapon" includes any object that may be used or attempted to be used to cause bodily harm. For purposes of a mandatory one-year expulsion pursuant to the Illinois School Code, "weapon" means (a) gun, rifle, shotgun, firearm, any device which expels a projectile by the action of an explosive, bomb, grenade, rocket, missile with explosive or incendiary charge, black-jack, metal knuckles, throwing star, switchblade knife, (b) a dangerous knife or any other dangerous or deadly weapon if possessed with the intent to use against another, (c) any other object if used or attempted to be used to cause bodily harm, including, but not limited to, knives, brass knuckles, billy clubs, or (d) "look-alikes" of such weapons.

All students should fully understand that any adult acting in an official capacity on school grounds or at any school-related activity has the authority to correct their behavior at any time.

• **Building Rules**

1. Students are not to leave the building during the school day unless:
  - a. They have a pass from the dean's office;
  - b. They are in the Cooperative Education Program;
  - c. They are authorized to leave for lunch; or
  - d. It is their lunch period and they remain on the lawn or sidewalk near the main entrance or in other designated areas (and not in the parking lot).
2. Students are expected to assist in keeping the building neat and clean at all times by depositing rubbish and waste paper in the appropriate receptacles.
3. Food and beverages must be consumed in the cafeteria. Food and beverages are not to be consumed in the hallways, classrooms, auditorium, study halls, or on the school grounds except with approval of the building principal or his/her designee.
4. No snowballs or objects of any kind (unless under supervised

play) are to be thrown/kicked within the building or on school grounds.

5. Students are not to bring games (including but not limited to portable game systems, game-enabled mobile phones, and portable music/video players), playing cards, toys, electronic signaling devices, photographic and digital imaging equipment, or a cellular radio telecommunication device to school or to school activities. Teachers have the discretion to allow/not allow electronic listening devices in certain situations, with approval of the building principal or his/her designee. Please refer to the "Electronic Signaling Devices" section.
6. Students are to vacate the building no later than 30 minutes following the close of the school day unless they are under direct supervision of a teacher or coach.
7. Students are not to visit other school campuses during the school day without permission in advance.
8. Once a student arrives on school property he/she must remain on campus until end of school day, or until the student is authorized to leave.

#### • Cafeteria Conduct

During a student's lunch period, a complete or a la carte meal may be purchased in the cafeteria, or a student may bring a sack lunch from home. Menus for the month are posted in advance so that the student will be informed about his/her lunch options.

Students are expected to behave in a mature, courteous manner. Students should clean up after themselves by disposing of waste in the appropriate garbage or recycling receptacle, and returning trays, dishes, and silverware to the dishwashing room. Directives of school personnel are to be followed in the cafeteria. Students who fail to comply are subject to disciplinary action. Food and beverages are to be consumed in the cafeteria or designated areas.

#### • Classroom Conduct

Courtesy, respect, and orderliness are expected in every classroom. It is the responsibility of each student to learn any specific regulations that individual teachers may have. Violations of classroom rules may result in disciplinary action, including suspension from school and/or being dropped from the class for gross disobedience or misconduct.

#### • Hallway Conduct

With the number of students in the building, it is necessary to remember a few simple "traffic laws" in order to avoid congestion in the hallways. Observing the principles of common courtesy during the passing period between classes will result in a relaxed and cooperative attitude in the school.

1. Stay to the right when walking along the halls and through corridor doorways.
2. Walk at a normal rate during the passing time. Running is not permitted.

3. Avoid congregating in doorways and in other areas that will result in congestion.
4. Avoid any public display of affection as it will not be tolerated and may result in disciplinary action.
5. Use waste paper receptacles for materials that are to be discarded. A cluttered, dirty hallway is a discredit to every student.
6. While classes are in session, a student must have a pass in order to be in the hallways. Students are to avoid interrupting classes or study halls and are not permitted to loiter in hallways during the time classes are in session.

• **Library Conduct**

Students must occupy their time in the library in a constructive way, and are expected to be prepared to work for the entire period. All normal policies and procedures for student behavior and appearance as described in this handbook are in effect. The library has been designated as a quiet area. Please enjoy the library and respect others who are there.

• **Study Hall Conduct**

A regular classroom atmosphere will exist in study halls. The study hall teacher will explain expectations. Violations of study hall rules may result in disciplinary action, including detention, suspension, or expulsion from school for gross disobedience or misconduct.

• **Academic Honesty**

Students are expected to demonstrate honesty and integrity while in attendance at school. Each student is expected to do his or her own work. This includes test taking, homework, class assignments and the original creation of essays, compositions, term papers and scientific research. All work submitted by students should be a true reflection of their effort and ability. The following are considered cheating:

- Claiming credit for work not the product of one's own honest effort.
- Providing access to materials or information so that others may dishonestly claim credit.
- Sharing work with another student or assisting them to obtain another's work.
- Knowingly altering another student's work.
- Using electronic devices in a manner not approved by the teacher.

Any behavior that can be defined as cheating represents a violation of mutual trust and respect essential to education at the high school. Students who cheat should expect to be confronted by their teacher, referred to the dean and subject to the following penalties:

- Zero on the assignment or test.
- Notification of parents
- Disciplinary action deemed appropriate by school administrator

If a student is found to have cheated a second time during the school year, the student will be confronted by their teacher, referred to their dean and subject to the following penalties:

- Drop from the class
- Loss of credit and a Withdrawn/Failure (WF) appearing on the transcript.
- Disciplinary actions deemed appropriate by the school administrator

• **Computer Tampering**

Students who knowingly and without authorization cause disruption and/or interference of the vital services of any district computer shall be subject to disciplinary actions that may include the following:

1. Payment in the amount of \$45 per hour, or the present rate of payment for computer technicians, to repair all damaged computers.
2. Denial of use of all district computers for a time to be determined by the computer coordinator and the administration of the building and/or be subject to discipline procedures, including detention and/or suspension.
3. Withdrawal from the class(es) in which computer vandalism occurred with the opportunity to repeat the class during a subsequent school year.
4. Denial of use of specific computers or assignment to a specific computer for those remaining courses in which computer usage is an integral part of the required curriculum. A restriction on the type of computer and the times that the student may use the computers within the building may be imposed for those remaining courses the student must have to meet graduation requirements. The student may be denied admittance to those elective courses that require computers and are not required for graduation.
5. Criminal charges may be filed.

• **Dress and Grooming**

To further its goal of fostering the education of its students and improving student safety, the board of education of Community High School District 155 prescribes that student dress and grooming will not constitute a threat to the health, safety, welfare, or property of one's self or others, nor disrupt or impede the educational process, and will be in accordance with civil statutes and common notions of public decency within the community. State law requires that shoes be worn in all public buildings. For purposes of this policy, inappropriate clothing or apparel will include, but not be limited to spiked bracelets; any spikes; that which displays language, symbols, or depictions that are obscene, sexually suggestive, Satanic, gang-related\* (see "Gang Activity"), intimidating, unsafe, degrading, or

that display/promote illegal/illicit substances; nor may language which is intimidating or disruptive to the educational process or programs of this school district be printed on clothing, body, buttons, medallions, or insignias. Any such clothing, apparel, or items falling into this category may not be worn or displayed in or at school, on school grounds, or at school-sponsored activities. Violations will be subject to disciplinary action including, but not limited to, suspension and/or expulsion.

Additionally, to enhance the educational atmosphere of our school, all students will be expected to remove all outerwear (e.g. coats and jackets), headwear (e.g. hats and bandanas), and chains upon entering the building and to leave such items in their locker during the school day. Students with permission to leave campus during their assigned lunch period may wear this clothing while off campus for lunch.

• **Electronic Signaling Devices**

The personal use or possession of electronic signaling devices, photographic and digital imaging equipment, or a cellular radio telecommunication device by a student shall be prohibited on the school premises, or while involved in any school-related activities, including all lunch hours and hallway passing periods and all field trips, unless the device is authorized and approved for use by the building principal or his/her designee. Students are permitted, however, to have cell phones in their academic lockers but they must be turned to "off" mode. The "off" mode shall mean unable to transmit or receive communication. Modes of operation such as silent, vibrating, airplane, or text messaging are considered as unacceptable and will not be considered as "off" mode.

Unauthorized use or possession of an electronic signaling device, DVD player, photographic and digital imaging equipment, and cellular radio telecommunication devices may result in the confiscation of the device. The presence of an unauthorized and unapproved device may be cause for further search of the device and person for inappropriate images, possession of drugs, alcohol, any controlled substance, and/or weapons. In addition the following activities are not permitted:

- Accessing, viewing, displaying, downloading, transmitting, creating, or otherwise possessing or disseminating material which contains pornography, child abuse images, obscenity, or sexually explicit, pervasively lewd and vulgar, indecent or inappropriate language, text, sounds or visual depictions.
- Harassing, insulting, or attacking others.
- Taking any steps which threaten, or which may reasonably be interpreted to threaten, any person, group of persons, building, or property with harm, regardless of whether the user intends to carry out such threat.

Furthermore, the student owner and the student user(s) may be disciplined according to school board policy and administrative

procedures that may include detention, suspension, or expulsion. Parents may be required to retrieve the electronic devices from the school.

- **Gang Activity**

The board of education believes that student behavior should reflect standards of good citizenship and that such behavior will result in an educational atmosphere that is conducive to learning. The board issues policies, rules and regulations for student conduct with this goal in mind. The board believes that youth gang activity, as defined below, is contrary and disruptive to an educational environment that is conducive to learning, as it can disrupt the safety, welfare, and well-being of students, staff, and community. For this reason, gang activities are prohibited in district school, on school property, at school activities, or at any activity associated with or under the general guidance of school authorities. Any student who violates this prohibition shall be subject to discipline, which may include suspension and expulsion.

Gang activities include actions that involve or relate to criminal practices. A youth gang is an organized group of two or more persons, some of whom may be students, whose purpose, in part, is to exhibit or display intimidation or threatening behavior toward others; to inflict physical injury or violence on any person (assault); to commit vandalism, extortion, or theft; to promote gang presence through display of gang symbols, graffiti or colors; to commit illegal acts; or to violate school rules regarding gangs or solicitation of other students to further gang goals or activities.

Participation in or representation of any gang activity including, but not limited to, the following will not be tolerated: wearing or possessing any clothing, jewelry, emblem, badge, symbol, sign or other thing which is evidence of membership or affiliation with any gang; drawing gang graffiti or distributing gang-related literature to further gang goals or activities; using any speech, including hand signals, written symbols or messages (verbal or non-verbal), or committing any act or omission in furtherance of gang activity; soliciting others for membership in any gang, requesting payment of dues, insurance, or other forms of protection from any individual on behalf of any gang; participating in any form of physical violence involving persons or property, including acts of intimidation, on behalf of any gang; committing any other illegal act or other violation of school district policies as part of gang activities; inciting other persons to act with physical violence upon any other person as part of gang activities; and attending any activity or committing any act that could be interpreted as supporting or relating to gang activities.

- **Hazing**

Hazing is conduct or activity directed at fellow students by means of horseplay, practical jokes, mocking or other demeaning words, or conduct often resulting in humiliation or bodily harm. A person

commits hazing when he or she knowingly requires the performance of any act (including subjugation to such treatment) by a student or other person for the purpose of induction or admission into any group or organization. Verbal harassment is a form of hazing. Hazing is against the rules of Community High School District 155 as well as the law of the State of Illinois. It will not be tolerated in any form and will be basis for disciplinary action including, but not limited to, suspension and/or expulsion.

• **Intimidation/Bullying**

Every student is entitled to attend school free from harassment, intimidation, threats, or fear of injury. Intimidation or bullying by a group or individual which, in the determination of the school administration, interferes with the safety or health of a student or district personnel or interferes with or disrupts the educational process or programs will be a basis for disciplinary action including, but not limited to, suspension and/or expulsion. Bullying is a type of aggressive behavior in which an individual student or a group of students, through the improper use of real or perceived power, or the use of threats, extortion, exclusion, or by any other method, inflicts, attempts, or intends to inflict, either by physical, verbal or other means, any physical or psychological suffering on another student or group of students. Examples of bullying include, but are not limited to: physical bullying, which may include punching, shoving, poking, hair-pulling or other similar behaviors; and verbal/psychological bullying, which may include name calling, teasing, gossip, humiliation, intimidation, threats, or other similar behaviors. Such conduct will be subject to disciplinary action including, but not limited to, suspension and/or expulsion. Parents or guardians of students who have demonstrated behaviors that put them at risk for aggressive behavior will be advised to seek intervention procedures using community-based and district resources.

If a student is found to be in violation of this policy, at any time during the student's high school career, the student may be subject to the following cumulative discipline measures:

**1st offense**

Three (3) to ten (10) days out of school suspension and may result in a recommendation for expulsion depending on the severity of the incident.

**2nd offense**

Five (5) to ten (10) days out of school suspension and may result in a recommendation for expulsion depending on the severity of the incident.

**3rd offense**

Ten (10) days out of school suspension and may result in a recommendation for expulsion depending on the severity of the incident.

#### **4th offense**

Ten (10) days out of school suspension and a recommendation for expulsion.

#### **• Illicit Substances and Alcohol**

Non-medical use of drugs and the consumption of alcoholic beverages are hazardous to the health of the students. The illicit use, possession, sale, purchase or distribution of, or the participation in a plan to use, possess, sell, purchase or distribute chemicals, including alcohol, look-alikes, or drug paraphernalia (including rolling papers), is not permitted on school buses, in school buildings, on school grounds, or at school-related activities at any time. This policy extends to ALL STUDENTS at all district-sponsored and related activities, as well as field trips and athletic or music trips, whether held before or after school, evenings, or weekends. Students shall not be permitted to attend school when they are under the influence of illicit substances or alcohol. Students believed to be under the influence of alcohol may be subject to a Breathalyzer test. For the purpose of this policy, students who are under such influence shall be treated in the same manner as though they had drugs or alcohol in their possession.

District officials are required by law to report drug-related incidents to local law enforcement or the State Police.

If a student is found to be illicitly using or possessing chemical substances, alcohol, or look-alikes in violation of this policy, at any time during the student's high school career, the student will be subject to the following cumulative discipline measures:

#### **1st offense**

Ten (10) days out of school suspension and may result in a recommendation for expulsion. Parents are encouraged to take their student for a substance abuse assessment.

#### **2nd offense**

Ten (10) days out of school suspension and may result in a recommendation for expulsion.

#### **3rd offense**

Ten (10) days out of school suspension and recommendation for expulsion.

If a student is found to be distributing chemical substances, alcohol, or look-alikes in violation of this policy, there may be a recommendation for expulsion.

#### **• Laser Devices**

Possession and/or use of laser devices in any form are prohibited while on school property, buses, or any school-related activity.

- **Personal and School Computers/Internet Use/Web Pictures & Student Work**

The district offers students access to computers and a network that includes, but is not limited to, the Internet. This computer network, provides vast, diverse, and unique resources. Our goal in providing computer and network service to teachers, staff, and students is to promote educational excellence in the District 155 high schools, by facilitating resource sharing, innovation, and communication. The Internet is a tool for lifelong learning and its use is necessary for District 155 to develop students ready to live and work in the 21st century.

Toward this end, student work and student pictures of public (e.g., athletic contests, plays, musical performances, etc.) and private (e.g., in classrooms, on field trips, etc.) events may from time to time appear on the district website, provided that parents or students (depending on the age of the student) have not opted out of such usage as described in the annual required forms newsletter. Parents or students (again, depending on the student's age) may elect to opt out of such release of personal information or student work. District website guidelines prohibit linking names and pictures, either directly or indirectly.

In a global network, it is impossible to control access to all materials at all times. Some material accessible via the Internet may be considered controversial to some people. While the district takes reasonable steps to preclude access to such materials and discourages access to any and all such sites, it is impossible for us to absolutely prevent all access. We firmly believe that the valuable information available on the World Wide Web far outweighs the possibility that a responsible user may procure material that is inconsistent with our educational goals.

The district's computer network is part of the educational curriculum and is not intended to be used as a public forum for general use. Access to the computer network is a privilege, not a right. The board of education has a duty to insure that the manner in which the computer network is used does not conflict with the basic educational mission of the district. Use of the district's computer network may be restricted in light of the maturity level of students involved and the special characteristics of the school environment. Therefore, the district shall not permit use of the computer network which: (a) disrupts the proper and orderly operation and discipline of schools in the district; (b) threatens the integrity or efficient operation of the district's computer network; (c) violates the rights of others; (d) is socially inappropriate or inappropriate for a student's age or maturity level; (e) is primarily intended as an immediate solicitation of funds; (f) is illegal or for illegal purposes of any kind; or (g) constitutes gross disobedience or misconduct.

Access to computers, networks, and the Internet is given as a privilege to students who agree to act in a considerate and

responsible manner. Students are responsible for good behavior and subject to disciplinary actions when using District 155 computers just as they are in any school activity. Students' personal computers must be used for educational purposes and may not be connected to the school network. All school rules and policies apply.

Network storage areas will be treated like school lockers and may be accessed by school personnel at any time. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly and in compliance with all rules and policies. Users should not expect that files are private.

Any use which disrupts the proper and orderly operation and discipline of schools in the district; threatens the integrity or efficient operation of the district computer network; violates the rights of others; is socially inappropriate or inappropriate for a student's age or maturity level; is primarily intended as an immediate solicitation of funds; is illegal or for illegal purposes of any kind; or constitutes gross disobedience or misconduct is an unacceptable use. Use of the district's computer network for any unacceptable use will result in the suspension or revocation of computer network privileges, disciplinary action, and/or appropriate legal action.

The following types of activities are not permitted:

- Accessing, viewing, displaying, downloading, displaying, transmitting, creating, or otherwise possessing or disseminating material which contains pornography, child abuse images, obscenity, or sexually explicit, pervasively lewd and vulgar, indecent or inappropriate language, text, sounds or visual depictions.
- Using obscene language.
- Harassing, insulting, or attacking others.
- Taking any steps which threaten, or which may reasonably be interpreted to threaten, any person, group of persons, building, or property with harm, regardless of whether the user intends to carry out such threat.
- Using another's password.
- Trespassing in another's folders, work, or files.
- Intentionally wasting limited resources, including time, paper, and the use of "chain letters" and messages broadcast to mailing lists or individuals.
- Violating copyright laws or other intellectual property rights.
- Using the network for commercial, political, or private purposes or personal financial gain, including gambling.
- Damaging software, computers, computer systems, or computer networks.
- Revealing personal information about yourself or others.
- Changing computer settings, or attempting to install or

- remove software from a computer.
- Accessing records and changing data.
- Incurring costs and expenses through the Internet which are not approved by district personnel.
- Accessing, using, or possessing any material in a manner that constitutes or furthers fraud (including academic fraud and cheating), libel, slander, plagiarism, or forgery.
- Attempting to commit any action that would constitute an unacceptable use if accomplished successfully.

Violations of this policy may result in one or more of the following disciplinary and/or legal action:

- Payment of all expenses incurred in the repair or replacement of the damaged equipment and/or software.
- Restricted or supervised computer access.
- Loss of computer access.
- Suspension from the class(es) in which computer damage or improper use occurred.
- Denial to those elective courses that require computers and are not required for graduation.
- Suspension or expulsion from school.

#### • **School Grounds**

Theft of or intentional damage to, destruction of, or any attempt to damage or destroy school property is a flagrant example of gross disobedience or misconduct. Students who do this will be expected to pay for all damages and may be suspended and/or recommended for expulsion. The following rules also apply:

1. Motorized vehicles are not permitted on school property except in authorized drives and parking lots.
2. No golf practice is permitted on school property except that by physical education classes and athletic teams.
3. Students are not permitted to loiter across the street from school property.
4. Vandalizing any school property, (even if done as a prank, e.g. toilet-papering) whether during homecoming activities or any other time, is unacceptable behavior. Please see *Vandalism/Violence* below.

#### • **Smoking/Tobacco**

The use, possession, holding or distribution of, or any attempt to use or distribute tobacco or any tobacco-based product in any form or any device which can be used for smoking a tobacco-based product is prohibited while:

- On district property including in vehicles on district property.
- On school buses or any form of transportation provided by the school both on and off district property.
- Attending or participating in any event or activity sponsored, conducted, approved or authorized by this

district or any personnel of the district's schools whether on or off district property. This includes, but is not limited to all curricular, co-curricular, and extracurricular events and activities such as field trips, athletic events, music/drama/choral trips, dances, etc.

This policy is in effect before, after, and during school including evenings, weekends, holidays and vacations.

Penalty for violation of this policy is as follows:

First violation: 3-day suspension

Second violation: 3-day suspension

Third violation: 5-day suspension

• **Theft, Attempted Theft, Possession of Stolen Property**

It is the student's responsibility at all times in all situations to protect his or her valuables. It is impossible to guarantee the security of valuables stored in lockers, left on buses, etc. Students are discouraged from bringing valuables to school. All instances of theft should immediately be reported to the dean's office.

Any student who steals or is in possession of stolen property (including any item from the cafeteria) can expect disciplinary action that may lead to suspension and/or expulsion and possible police involvement.

• **Vandalism/Violence**

Students may subject themselves and their parents to civil or criminal liability for violent or malicious acts committed on or against school district property. These acts fall into the category of violence or vandalism and involve damage to property or injury to school employees or to other students. The Juvenile Court Act limits the prosecution of minors under the criminal law of Illinois but provides penalties, which may include commitment to the Juvenile Division of the Illinois Department of Corrections, probation, and restitution for such acts. Restitution may vary from payment for the damages to requiring a minor to clean up or repaint property that has been defaced. In the event that a minor has no money, a work agreement with the school district may be created. In addition, vandalism or violence will be subject to disciplinary action including, but not limited to, suspension, denial of equipment use, and withdrawal from classes, denial of enrollment in certain related classes and/or expulsion.

• **Searches**

When circumstances warrant a search and the school principal or designated individual have reasonable grounds for believing that a law or school rule has been violated and the search will reveal evidence of this violation, a reasonable search of all property and persons may be conducted including, but not limited to, automobiles, electronic devices, lockers, jackets, bags, phones, purses or other property brought onto or located on the school premises at

the time of the search. If a student is off-campus without permission or in an unauthorized area, such conduct will provide school officials with reasonable grounds warranting a search. At the discretion of administration, dogs may assist school personnel in these searches.

- **Trespass**

Students are prohibited from being present on school property other than for purposes of attending classes, participating in school activities, or with prior approval of the principal or his/her designee. Students who violate this rule will be considered to be trespassing and will be subject to disciplinary action. Students serving a suspension are prohibited from being on District 155 property during their suspension and may be subject to further disciplinary action and/or arrest. Students who are asked to leave and do not are subject to further disciplinary action and/or arrest.

## Disciplinary Actions

- **Detention**

The assignment of an after-school detention may be the disciplinary action taken as a result of inappropriate student behavior or violation of a school rule. After-school detentions are held in areas designated by the dean's office. Failure to serve an after-school detention will result in further, more severe disciplinary action.

- **Step process**

The Step process is a formal warning to the student addressing the inappropriate behavior. The assignment of a Step may be the disciplinary action taken as a result of inappropriate student behavior or violation of a school rule. If a student accumulates four Steps in any class, then the student will be withdrawn from the class without academic credit. The student, parent, teacher, counselor, and dean of students are notified whenever a Step is issued.

- **Friday/Saturday Detention**

As an alternative to suspension, Saturday/Friday detentions may be assigned for a variety of reasons, including tardiness, truancy (cutting), and discipline. Detentions are to be served on Friday/Saturday as determined by a dean. Students who are assigned detentions will be informed of behavioral guidelines and expectations. Students failing to serve a detention may be suspended as arranged by the dean.

- **Suspension**

When a student violates school and district rules, as laid out in this handbook and board policies and procedures, and such conduct constitutes gross disobedience or misconduct, the district administration may suspend a student from school or the school bus for a period of time. Infractions including but not limited to the following will be considered gross disobedience or misconduct and

may result in suspension from school: profanity; use or misuse of school forms; cutting classes or study halls; stealing; possession of stolen property; malicious damage to school property; fighting; fight promoting; insubordination or insolence; use or possession of tobacco, tobacco-based product, incendiary devices (matches, lighters, etc.), illicit substances, and/or alcohol; repeated minor infractions of rules and regulations; or any behavior which can be construed as gross disobedience or misconduct. Some suspensions can be averted through Friday/Saturday detentions, and/or in-school suspension. If, however, a student is suspended out of school, she/he may not attend after-school activities, be on school grounds during the suspension, or ride on any school-provided transportation. If the student is on school property while suspended, she/he will be considered trespassing and may be considered for further disciplinary action. Any work missed during the suspension may be made up. Repeated suspensions may lead to a recommendation that the student be expelled through action of the board of education.

- **Expulsion**

Expulsion is determined by the board of education. Any student committing gross disobedience or misconduct by violating rules, regulations, or policies of the school or school district may be recommended to the board of education for expulsion. Expulsion removes a student from school for a period of time designated by the board of education, up to two calendar years. Expulsion removes a student from all school functions for the duration of the expulsion.

- **Due Process**

Procedural due process is afforded to students to guarantee those facing certain types of disciplinary action have an opportunity to present a defense to explain the circumstances of the alleged improper action. If an act results in suspension or expulsion, a student and parents have the right to review the case before a hearing officer. In the event of a hearing, the student has the right to be represented by legal counsel.

## **Additional Education Programs**

The school district operates alternative learning opportunities programs, which are available to students under certain circumstances. For further information, please contact the director of student services at 815-455-8500.

### **The Annex & Academy Programs**

The Annex Program, housed at the Haber Oaks Campus, is available to students who are not experiencing academic success through their home high school program. The program is housed at 400 Haber Road, Cary, and was developed in order to meet the educational requirements of junior and senior students who have fallen behind

in credits due to a variety of reasons but who are serious about earning a high school diploma.

The program is not intended nor does it pretend to attempt to replace all of the social and educational opportunities of a full regular high school program. Rather, this alternative is primarily an educational course to assist students with the opportunity to earn a high school diploma by offering a core curriculum consisting of math, science, social studies, English, health, computer skills, and physical education in a very structured environment which emphasizes student responsibility through self discipline and accountability.

The Academy, also housed at Haber Oaks Campus, is an off-campus, alternative therapeutic program for special education students who have been identified as having significant social-emotional disabilities. It provides a very structured, therapeutic setting designed to meet the educational, behavioral and emotional needs of these students. Placement within the Academy is determined through a review of the student's special education needs as assessed during an Individualized Education Plan team meeting.

## Academics

### • **Graduation Requirements**

Each student has the responsibility to be certain that the proper number of credits necessary for graduation is being earned. If you have questions concerning credits, please check with your school counselor. It is best to address credit issues as soon as possible to allow for necessary credits to be earned.

It is the school's goal that all students who enter as freshmen graduate in four years. To assure this, it is particularly important for students to evaluate credits at the end of the junior year to be certain they will meet all graduation requirements.

Twenty and one-quarter (20 1/4) units of credit are required for graduation from the schools of District 155. A unit of credit is earned by satisfactory achievement in one academic class meeting five days per week for a full school year. Subject to alternate arrangements in unique circumstances, all students are required to earn credits in physical education each semester they are in attendance at high school, to successfully fulfill the required study of consumer education and health education, to successfully complete one semester of computer education and to take one semester of classroom instruction in driver education.

Academic requirements for graduation are as follows:

1. English: 4 units

Students are required to pass an English class each year they are in attendance in high school. Teachers make recommendations for class placements based on a student's achievement and ability. Then, following consultation with their counselors, students are placed in suitable classes each year.

2. Social Science: 2 units

Students are required to pass two (2) full units of social science courses. As part of this condition, all students are required to satisfy one full credit global education requirement during their freshman or sophomore year and satisfy one full credit United States History requirement during their junior year.

3. Science: 2 units

Students are required to pass two (2) full units of science. This may be earned in any of the four years of high school, but most students will find it advantageous to take science courses during their first two years.

4. Mathematics: 3 units

Students are required to pass three (3) full units of mathematics; of the three years, one year must be Algebra I, and one year must be a course that includes geometry content. Every freshman is required to enroll in a mathematics course. Teacher recommendations for a particular course are based on placement tests, past performance, and past experience.

5. Computer: 1/2 unit

Students are required to pass one (1) course in computer education. This may be in Graphics I or II, Computer Business Applications I, Architectural Engineering and Design, Introduction to Computer Science, Advanced Placement Computer Science (H), or Technology Education I.

6. Additional requirements for graduation are as follows:

a. Classroom Driver Education: 1/4 unit

Effective January 1, 1994, Illinois law requires that no student may take a driver education course (classroom or behind the wheel) unless (s)he has received a passing grade in at least eight credit carrying courses during the previous two semesters of school.

b. Consumer Education: 1/4 unit

Students may fulfill this requirement by passing the regular course of Adult Living, Consumer Education, Introduction to Business I, Computer Skills, Business Management, or one of the District cooperative education programs.

c. Physical Education: 1 3/4 units

Students are required to enroll in physical education classes each semester they attend high school except during the semester when they take health education. 1/4 credit is earned each semester.

d. Health Education: 1/2 unit

7. Elective Courses: 6 units

One year (unit) must be completed in art, foreign language, music, or vocational education.

8. At least nine credits for graduation must be earned after the sophomore year.

• **Normal Load**

A normal class load average is four to five academic subjects plus physical education each semester. Fine arts, band, chorus, etc., are taken in addition to the normal load. Students and parents should know that any course offered in District 155 will be taught during a given school year, provided classes meet minimum enrollment standards established by the board of education.

• **Eligibility**

All students participating in interscholastic contests must be earning a passing grade in at least four (4) academic courses at all times. For purposes of this section, "passing" means receiving a grade of at least a D-. Eligibility is checked each week by the faculty. A student who did not pass at least four academic subjects the previous semester cannot be eligible at any time for the current semester.

Students must be in attendance for at least half a day of classes in order to be eligible to participate in any athletic event that falls on a school day. "Half a day" means half of a normal load, or five class periods.

All students must be enrolled in a minimum of four academic courses and physical education.

• **Physical Education Exemption**

During junior and senior years a student may be released from physical education for various reasons, which are listed in Board Policy 4326. Students or parents may obtain a copy of this policy in the student services office or on the district website ([www.d155.org](http://www.d155.org)).

• **Dropping a course**

Students may drop courses for which they are registered providing they do so within the first nine weeks of the semester, and they maintain the required minimum course schedule. Unless the administration determines there is an emergency or extremely unique circumstance, a course dropped following the first nine weeks will be recorded as a Withdrawn/Failure (WF) and will be counted in the student's grade point average. The grade for the class will remain in the student's record until the student successfully passes the class.

• **Repeating a course**

When a student repeats a course, the higher grade will be reported on the transcript. Credit for class rank will be given for the higher grade.

• **Summer School**

Summer school is offered each year at a District 155 location. Courses will be offered for the purpose of make-up or advancement. The summer school schedule varies based on the course in which a student is enrolled. A complete summer school information packet and enrollment form is issued each year during second semester.

• **Grade Reports**

Grade reports are issued at the end of each nine-week grading period or two times per semester. The semester grade, which is the only one that becomes a part of the student's permanent record, is based on a ratio of three grades: a first quarter grade, a second quarter grade, and a final exam grade to be calculated as follows:

- 40% for the first nine weeks,
- 40% for the second nine weeks,
- 20% for the semester exam.

Each quarter is an independent grade. The percentage or raw score for the first nine weeks is not averaged with the percentage or raw score for the second nine weeks to determine the semester average.

In order to pass any course, a student must pass two of the three grades, and the student must take the semester exam. A student may be eligible for exemption from final exams during the second semester of the student's senior year (see the section on Senior Exemption from Final Exams).

• **Grade Point Average**

For the Graduating Classes of 2012 and 2013, CHSD 155 separates all courses into two categories: General (G) and Honors (H).

The final grade point average (GPA) is a cumulative average based upon 8 semesters of high school work. To determine GPA, use the following scale:

	General (G)	Honors (H)
A+	4.33	4.83
A	4.00	4.50
A-	3.67	4.17
B+	3.33	3.83
B	3.00	3.50
B-	2.67	3.17
C+	2.33	2.83
C	2.00	2.50
C-	1.67	2.17
D+	1.33	1.83
D	1.00	1.50
D-	0.67	1.17
F	0.00	0.00

The Graduating Class of 2014 and any graduating classes thereafter will be subject to a grade point average system that is separated into three categories: General (G), Honors (H), and Advanced Placement

(AP). The final grade point average (GPA) is a cumulative average based upon 8 semesters of high school work. To determine GPA, use the following scale:

	General (G)	Honors (H)	Advanced Placement (AP)
A+	4.33	4.83	5.33
A	4.00	4.50	5.00
A-	3.67	4.17	4.67
B+	3.33	3.83	4.33
B	3.00	3.50	4.00
B-	2.67	3.17	3.67
C+	2.33	2.83	3.33
C	2.00	2.50	3.00
C-	1.67	2.17	2.67
D+	1.33	1.83	2.33
D	1.00	1.50	2.00
D-	0.67	1.17	1.67
F	0.00	0.00	0.00

General (G) courses are for students who have attained fundamental school skills and who are working toward higher competencies.

Students in this level are expected to:

1. take responsibility for more independent learning as they progress toward their senior year with guided practice as a regular part of instruction.
2. review and study class material in addition to completing assigned homework.
3. strengthen and apply recall and comprehension skills as the foundation for learning higher-level thinking skills such as problem-solving, inference, synthesis, and evaluation.
4. in the event that research projects are assigned, be thorough in their research. The projects can take any of the following forms including written, spoken, performed, or crafted.
5. function at a pace that allows for frequent review and checks for understanding.

Homework will typically be assigned a minimum of three times a week. It will require students to read, write, problem-solve, review, memorize, design or craft.

Honors (H) courses are for students working at higher, challenging levels and demonstrating skills at an accelerated pace.

Students in this level are expected to:

1. take immediate responsibility for independent learning with guided practice when needed.
2. review and study class material consistently in addition to completing assigned homework.
3. use recall and comprehension skills. The Honors level emphasizes higher level thinking skills. Students' work will demonstrate the use of higher learning skills such as

problem-solving, inference, synthesis, and evaluation. The curriculum is more complex, challenging, and extensive than at the General level.

4. in the event that research projects are assigned, be self-directed and independent in their research. The projects can take any of the following forms including written, spoken, performed, or crafted. Students will be expected to complete these projects in addition to daily class work and homework.
5. adjust to an accelerated pace. Limited time is built into the curriculum for review.

Homework will typically be assigned a minimum of four times a week. It will require students to read, write, problem-solve, review, memorize, design, or craft. Summer assignments may also be provided.

Advanced Placement (AP) courses are for students with exceptionally rapid learning abilities, advanced school skills, and/or who are preparing for an Advanced Placement examination.

Students in this level are expected to:

1. take full and immediate responsibility for independent learning with limited guided practice.
2. review and study class material extensively in addition to completing assigned homework.
3. have recall, comprehension, and problem-solving skills. The AP level emphasizes inference, synthesis, and evaluation. A difference between AP and Honors levels is the frequency and depth of activities reflecting these higher order skills. The curriculum is more complex, challenging, and extensive than at the Honors level.
4. in the event that research projects are assigned, be self-directed and independent in their research. The projects can take any of the following forms; written, spoken, performed, or crafted. Students will be expected to complete these projects in addition to daily class work and homework.
5. adjust to an accelerated pace that approximates college-level pacing.

Homework will typically be assigned daily. It will be extensive, time-consuming, and require students to read, write, problem-solve, review, memorize, design, or craft. Summer assignments may also be provided.

- **Common Grading Scale**

In an effort to ensure consistency in grading practices, the following common grading scale is used throughout all courses.

Letter Grade	Hi	Low
A+	100	97.50
A	97.49	92.50
A-	92.49	90.00
B+	89.99	87.50
B	87.49	82.50
B-	82.49	80.00
C+	79.99	77.50
C	77.49	72.50
C-	72.49	70.00
D+	69.99	67.50
D	67.49	62.50
D-	62.49	60.00
F	59.99	00.00

- **Progress Reports**

Progress reports are normally sent during the 4th or 5th week of a grading period. If a student is in serious danger of receiving a failing grade for the nine-week period at that time, a progress report will be sent. Parents are encouraged to contact the teacher any time they have questions or concerns about their student's progress in a particular course. Grades are posted and updated regularly in the online gradebook.

- **Pass-Fail**

A pass-fail grading option is available in some courses as determined by each department. Students who elect this option must submit the Pass-Fail Option Form properly signed by a parent, counselor, and the teacher. The pass-fail option is limited to juniors and seniors. In the business education department, freshmen and sophomores are also eligible to elect the pass-fail option in skills courses. The students must be receiving grades in three academic courses. A student who selects the pass-fail option and passes will receive credit for graduation but the pass-fail grade will not be included in the grade point average. If the student fails, no credit will be given but the grade will not be included in the grade point average.

- **Class Rank**

Every student's class rank, based on the cumulative grade point average, is computed at the end of each semester. The rank will appear on the semester grade report that is attached to the permanent record card. Since most college admission decisions are heavily based on the class rank and college entrance examination scores, the student's rank is an important part of the school record.

Students should note that the cumulative grade point average and the rank in class are based on all semester grades earned in academic

courses up to the time the rank is figured. For example, the 6th semester rank is based of the semester grades received during all six semesters of a student's high school career.

- **Honor Roll**

Students who maintain outstanding academic records will be recognized by inclusion on the Honor Roll listing. In order to be considered, a student must be enrolled in a minimum of 4 major subjects. A student earning a grade point average of 3.75 or higher will qualify for High Academic Honors while a grade point average of 3.16 to 3.74 will qualify for Honors.

- **Senior Exemption from Final Exams**

Students may be exempt from final examinations at the conclusion of the spring semester of their senior year. The exemption is available only to 8th semester seniors at the teacher's discretion. If a student have any questions regarding their exam status, they should contact his/her teachers. In order to be exempted from a final exam, a senior must satisfactorily complete all assignments when due during the 4th quarter. Qualifying seniors who exercise their option to be exempt from an exam will receive a semester grade that will reflect the average of both 3rd and 4th quarters. If a student receives a grade of F for the 3rd or 4th quarter, she/he must take the final exam. Finally, any senior wishing to take a final may do so.

- **Withdrawal from School**

Before a student may be officially released from school, a withdrawal slip must be obtained from the student services office. On this slip the student must get signatures of clearance from the various departments in the school. This slip will be properly completed before any refund of fees may be made or any records forwarded to another school.

- **Handing in Assignments**

Students should check with individual teachers regarding due dates, required formats, and make-up policies. There should be no writing or drawing unrelated to the assignments on homework. If there is, students will be given 24 hours to resubmit the assignment (with points deducted) for a first offense. Further offenses will result in a zero (0) on the assignment.

- **Athletic Teams**

District 155 athletic teams compete with ten schools in the Fox Valley Conference which include: Cary-Grove, Crystal Lake Central, Crystal Lake South, Dundee-Crown, Hampshire, Huntley, Jacobs, Grayslake Central, Grayslake North, Johnsburg, McHenry, Prairie Ridge, Woodstock, and Woodstock North. Teams are fielded at the varsity level in nineteen sports. There are also junior varsity, sophomore, and freshmen level competition in most sports. Students interested in participating in an athletic program should contact the head coach, the athletic director or the assistant athletic director.

## **IHSA Eligibility Rules** **(For 2011-12 School Term)**

### **Athletic Eligibility Rules**

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

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

Remember, you may lose eligibility for interscholastic competition if you are not in compliance with ISHA by-laws. You can review the by-laws and procedures at [www.ihsa.org](http://www.ihsa.org). If you have any questions regarding IHSA rules, please contact your principal/official representative.

## **Codes of Conduct**

Community High School District 155 has adopted an athletic and extracurricular code of conduct. However, differing activities and other factors may make portions of that code more or less applicable to the activities at a particular school. This handbook incorporates and adopts the district extracurricular code of conduct as though fully set forth herein. In addition there may be other rules, regulations, or code of conduct that have been approved and adopted for this school. Each of these is equally applicable to all extracurricular activities. In the event of any inconsistency between the district code and any rules, regulations or codes of conduct set forth for this school, the district code shall apply unless the language clearly states that this school's rule, regulations, or code is to apply rather than the district code.

### **Athletic Eligibility and Code of Conduct:**

This athletic code of conduct for all student-athletes has been adopted by the board of education of Community High School

District 155. Our coaching staff and athletic department are committed to enforcing this code of conduct. This athletic code of conduct will be in effect twenty-four hours per day, seven days per week, twelve months per year, in season and out of season, whether or not school is in session.

• **Training Rules**

No member of a Community High School District 155 athletic team will use, attempt to use, solicit, possess, sell, or assist any other student in the procuring or use of:

- Tobacco or tobacco -based products.
- Alcoholic beverages.
- Any form of drugs or steroids other than those prescribed by a physician.
- Any look-alike drugs.
- Any drug paraphernalia
- Any misuse of prescription drugs, including using another person's prescription or giving your prescription to someone else.

• **Citizenship**

All students of Community High School District 155 are expected to demonstrate good citizenship. This includes developing healthful habits, self-discipline, leadership, academic commitment, and respect for structure, rules, and responsibilities. All students involved in extracurricular activities are expected to follow all school rules, board policies, state laws, and federal laws. Any athlete not demonstrating good citizenship may be, as a consequence, subject to the penalties of the athletic code of conduct.

• **Enforcement of the Code of Conduct**

Coaches, teachers, administrators, and/or law enforcement agencies may report any alleged violation of the code of conduct at any time. Any person from the public may notify school authorities regarding alleged rule violations by a signed letter to the athletic director or principal. A violation must be reported within 28 days from the alleged violation.

• **Penalties for Violations of the Code of Conduct**

All penalties listed in this code of conduct are cumulative for the tenure of the student's athletic career in Community High School District 155 and will be enforced upon confirmation of the violation.

1st violation - The student shall lose eligibility from competition for twenty percent (rounded up to the nearest whole number) of the contests during their season beginning with the first competition following the notification to the student of the infraction.

Any student found in violation of the code of conduct policy for their first violation, may choose to participate in an intervention program that meets the following criteria:

- The program deals with substance abuse, making choices, or problem solving, or otherwise addresses the problem

- indicated by the violation;
- The program is offered by a licensed agency;
- The program is pre-approved by the building principal;
- The program meets at least eight hours; and
- The student pays the entire cost of the program.

A student may start participating in athletic competition when twenty percent suspension for a step one violation is complete or when they have successfully completed their intervention program, whichever occurs first.

To be considered to have successfully completed an intervention program, the student must obtain from the agency administering the intervention program a certification, to the school principal, of successful completion of the program.

Should the student self-report a code of conduct violation prior to the school discovering the event, the consequences will be reduced by half (loss of eligibility from competition for ten percent (rounded up to the nearest whole number) of the contests during their season beginning with the first competition following self-report of a code of conduct violation.

Should the student who self-reports a code of conduct violation choose to enter an intervention program, the number of hours required will be halved to four hours.

Should the student who self-reports not violate the code of conduct again for one calendar year, the first violation will be removed from his/her record. A student in violation of the code of conduct, who does not self-report but honestly admits the violation when asked, will have the penalty for a first violation reduced by half as outlined above. However, the violation is not removed from his/her record.

2nd violation - The student shall lose eligibility from competition for fifty percent (rounded up to the nearest whole number) of the contests during their season beginning with the first competition following the notification to the student of the infraction.

A student who self-reports, or honestly admits the violation when asked, shall lose eligibility from competition for twenty-five percent (rounded up to the nearest whole number) of the contests during their season beginning with the first competition following the admission of the second violation. The violation will remain on the student's record.

A student who self-reports, or honestly admits the violation when asked, may choose to enter an intervention program which meets the district's requirements, as listed under "1<sup>st</sup> violation" above. If the student enters, and successfully completes the program, the period of ineligibility will be decreased to fifteen percent (rounded up to the nearest whole number). This penalty may be served concurrently with attendance in an intervention program. However, the student

will not be eligible to compete until the intervention program is completed and the penalty is served.

3rd violation - The student shall lose eligibility from competition for one calendar year beginning with the date of the code of conduct infraction.

4th violation - The student shall lose eligibility from all athletic activities for the rest of his/her high school career.

These penalties apply to all competition at the varsity, sophomore, and freshman levels. If a player is playing on more than one level, he/she will serve the penalty on both levels. If a player is serving a penalty at one level, he/she may not participate at another level at that time.

All consequences may be appealed to the school's athletic council.

Self-imposed Penalty - If a student selects a self-imposed year of athletic non-participation from the date of the infraction, this will satisfy the penalty requirements listed under "1<sup>st</sup> violation" and "2<sup>nd</sup> violation" above.

- **Violations during the Off-Season**

If an athlete violates this code of conduct at any time, he/she will be placed on the step determined by previous violations. The penalty for this infraction will take place at the start of the next sports season with the exception of the "self-imposed penalty."

- **Carry-over from One Season to Another**

Any penalties for the code of conduct violations will carry over from one season to another. If an athlete completes a penalty for an infraction in one sport but does not finish that sport, she/he must repeat the penalty in the next sport. If an athlete serves a percentage of the penalty in one sport but does not complete the penalty before the conclusion of that sport, the remaining percentage of the penalty will carry over to the athlete's next sport season with the exception of the "self-imposed penalty."

- **Determination of Penalty**

To determine how many contests the athlete must miss for any violation, the penalty will be based upon the maximum number of games possible in that particular sport. The total number of contests/events missed will vary with each sport. The athletic director of each high school has a list of how many contests must be missed for each of the sports offered in District 155. If the infraction that the athlete commits requires him/her to serve a suspension from school, the athletic penalty begins on the date of the suspension so that competitions missed while the student is suspended count toward the total of competitions the student must miss.

All decisions concerning violations of this code of conduct will be made by the school's athletic council. The principal of the high school will appoint this council.

- **Due Process Procedures**

Before making a decision regarding whether to impose a penalty upon a student, the athletic council representative will confront the athlete with the accusation and allow the athlete the opportunity to tell his/her side of what happened concerning the training rules violation. This representative will contact the parents of the athlete to apprise them of the violation and the appropriate penalty. The athlete and/or his/her parents may request a hearing with the athletic council if they are not satisfied with the decision that has been made. The athlete may not participate in any contest while waiting for the hearing to take place.

- **Unexcused Absences**

The first unexcused absence from practice may result in student not being allowed to compete in the next contest. The second unexcused absence from practice may result in the student being dropped from the team for the remainder of the season. If an athlete has an unexcused absence from an athletic contest, he or she may be dropped immediately from the team. In the event of such action, the athlete shall not be permitted to participate in any other team sport during that season, with the exception of overlapping seasons. In the event that a new sports season begins prior to the conclusion of the current sports season from which the athlete was dropped, she/he will be permitted to begin the new sport.

- **Award System for Athletes**

To receive an athletic award is an honor. The award indicates that an athlete has shown excellent school spirit, self-discipline, dedication to the community, and a positive attitude toward good sportsmanship and competition.

To qualify for an athletic award an athlete must have completed the season in good standing and be recommended for an award by the coach of that sport. Minimum athletic department requirements to receive an athletic award are as follows:

- Be academically eligible for at least seventy percent of the season.
- Participate in eighty-five percent of the scheduled practices and/or finish the season in good standing.

We only issue one set of Numerals, one Minor Letter and one Major Letter.

Freshman year award = Numerals and certificate  
Sophomore year award = Minor Letter and certificate  
Junior Varsity award = Minor Letter and certificate  
Varsity award = Major Letter and certificate

Additional awards may be given as determined by the head coach of each program. Any athlete may receive any award in any order as determined by which level of competition they were participating.

### **Extracurricular Eligibility and Code of Conduct:**

This policy is for all District 155 students who are participating in any school sponsored extracurricular programs not covered under the athletic eligibility code of conduct. Participation is dependent on maintaining both academic eligibility and following the code of conduct.

#### **• Statement of Purpose**

Community High School District 155 views the student extracurricular program as providing a worthwhile learning experience for those who participate. Participation is considered an extension of, but separate from, the regular school day educational program. While the curriculum program is a right afforded every student, participation in the extracurricular program is a privilege and carries certain requirements and expectations beyond those of the regular classroom setting.

The goal of the extracurricular program is to offer students direction in developing healthful habits, self-discipline, leadership, academic commitment, citizenship, and respect for property, rules and responsibilities. This code of conduct has been established to support this goal for students electing to take part in the extracurricular programs of Community High School District 155. This code of conduct will be in effect twenty-four hours a day, seven days a week, twelve months a year, in season and out of season, whether or not school is in session. All extracurricular participants must follow this code of conduct.

#### **• Enforcement of the Code of Conduct**

Coaches, teachers, administrators, and/or law enforcement agencies may report any alleged violation of the code of conduct at any time. Any person from the public may notify school authorities regarding alleged rule violations by a signed letter to the athletic director or principal. A violation must be reported within 28 days from the alleged violation.

#### **• Academic Eligibility**

1. Participating students must be passing four core academic courses on each progress report and at the end of each grading period. (This does not include music, physical education, driver's education, consumer education/personal money management courses.)
2. Students will be monitored through every progress and grade report.
3. If a student are not passing four major subjects, he/she is ineligible to participate in extracurricular activities for a minimum of one week, beginning on the following Monday after progress reports are issued.
4. On the Thursday of the first ineligible week, students can take monitors to the teacher of the failing subject. If the student is passing the course at that time, the teacher notifies the coach or sponsor, and the student is eligible the following Monday. These

students must continue the weekly monitor process until proven eligible on the next progress or grade report.

5. A student not passing four majors at the completion of a semester will remain ineligible until the next progress report proves him/her eligible. Students can make up credit during summer school to become eligible at the beginning of the fall session.

6. Ineligible students may attend practices, with the sponsor's permission, but may not attend meetings or activities. These students will also not be allowed to miss class time to attend extracurricular field trips or performances.

7. A co-curricular class is one in which students earn a grade that requires participation in an extracurricular program outside the school day (e.g., marching band). In a co-curricular class, ineligible students' grades cannot be penalized for missing activities or performances unless the students fail to complete satisfactorily any alternative assignments.

### **Extracurricular Code of Conduct**

#### **•Citizenship**

All students of Community High School District 155, involved in extracurricular activities, are expected to demonstrate good citizenship. This includes developing healthful habits, self-discipline, leadership, academic commitment, and respect for property. All students involved in extracurricular activities are expected to follow all school rules, board policies, state, and federal laws that have an impact on our schools. Any extracurricular participant not demonstrating good citizenship may, as a consequence, have to serve the penalties of the code of conduct.

#### **•Drug Prevention Clubs "No Use" Conduct**

Members of co-curricular clubs which have tobacco, alcohol, and other drugs prevention as one of their goals agree to abstain from any tobacco, alcohol, or other drug use (except as prescribed by a physician or as part of a religious ceremony). Members and officers in these clubs understand that they serve as student leaders on these subjects. For this reason, violations of the rules of this code with regard to tobacco, alcohol and drugs will result in a termination of club membership for the remainder of the club membership year.

#### **•Tobacco, Alcohol, Drugs**

No member of a Community High School District 155 extracurricular program will use, attempt to use, solicit, possess, sell, or assist any other student in the procuring or use of:

- Tobacco or tobacco products.
- Alcoholic beverages.
- Any look-alike drugs.
- Any form of drugs other than those prescribed by a physician.
- Any drug paraphernalia.

- Any misused prescription drugs, including using another person's prescription or giving your prescription to someone else.

Any extracurricular participant found in violation of the above will, as a consequence, have to serve the penalties of the code of conduct.

**•Penalties for Violations of the Code of Conduct**

All penalties involving this code of conduct are cumulative for the tenure of the student's career in Community High School District 155 and will be enforced upon confirmation of the violation.

For the purpose of assigning the most appropriate penalty, extracurricular activities are separated into nonperformance and performance groups. Nonperformance groups begin the first day of school and end the last day of school. These groups include but are not limited to: Chess Club, newspaper, yearbook, Key Clubs, foreign language clubs, honor programs, Student Council, leadership groups, thespians, and literary magazine. Performance groups have specific beginning and ending dates (i.e. a season), to be determined by the sponsor. These groups include: musical, Science Olympiad, plays, debate, speech team, Scholastic Bowl, Madrigals, show choir, jazz band, WYSE, and color guard.

1st violation Nonperformance Group - The student shall lose eligibility in extracurricular, non-performance programs for four weeks beginning from the day the student is notified of their infraction of the code of conduct.

1st violation Performance Group - The student shall lose eligibility for twenty percent (rounded up to the nearest whole number) of the performances during their season beginning with the first public performance following the notification to the student of the infraction.

If it is the student's first offense, a student found in violation of the code of conduct policy may choose to participate in an intervention program that meets the following criteria:

- The program deals with substance abuse, making choices, or problem solving or otherwise addresses the problem indicated by the violation;
- The program is offered by a licensed agency;
- The program is pre-approved by the principal;
- The program meets at least eight hours; and
- The student pays the entire cost of the program.

A student may start participating in extracurricular activities when the four-week suspension for step one violation is complete or when they have successfully completed their intervention program, whichever occurs first.

To be considered to have successfully completed an intervention

program, the student must obtain from the agency administering the intervention program a certification, to the school principal, of successful completion of the program.

Should the student self-report a code of conduct violation prior to the school discovering the event, the consequences will be reduced by half (loss of eligibility from a non-performance activity for two weeks.)

2nd violation - Nonperformance - The student shall lose eligibility in extracurricular programs for ten weeks beginning from the day the student is notified of his/her infraction of the code of conduct.

2nd violation - Performance - The student shall lose eligibility for fifty percent (rounded up to the nearest whole number) of the performances during the season beginning with the first public performance following the notification to the student of the infraction.

A student who self-reports, or honestly admits the violation when asked, shall lose eligibility from participation or performances for five weeks (if a nonperformance group) or, (if a performance group) for twenty-five percent (rounded up to the nearest whole number) of the performances during their season beginning with the first public performance following the admission of the second violation. The violation will remain on the student's record.

A student who self-reports, or honestly admits the violation when asked, may choose to enter a therapy program which meets the district's requirements as listed under "1<sup>st</sup> violation" above. If the student enters, and successfully completes the program, the period of ineligibility will be decreased to three weeks (if a non-performance group) or, (if a performance group) for fifteen percent (rounded up to the nearest whole number) of the performances during their season beginning with the first public performance following the admission of the second violation. This penalty may be served concurrently with attendance in a therapy program. However, the student will not be eligible to perform until the therapy program is completed and the penalty is served.

3rd violation - The student shall lose eligibility in extracurricular programs for one calendar year beginning from the day the student is notified of their infraction of the code of conduct.

4th violation - The student shall lose eligibility in extracurricular programs for the remainder of her/his high school career.

\*Students are still allowed to audition for future performances during a suspension.

\*Any student who is in both extracurricular programs and athletics

will serve the penalties of the extracurricular code of conduct for the extracurricular programs they are involved in and the penalties of the athletic code of conduct for the athletic programs in which they are involved.

All consequences may be appealed to the school's extracurricular council.

Self-imposed Penalty - If a student selects a self-imposed year of extracurricular non-participation from the date of the infraction, this will satisfy the penalty provisions listed under "1<sup>st</sup> violation" and "2<sup>nd</sup> violation."

- **Due Process Procedures**

Before making a decision regarding whether to impose a penalty upon a student, the extracurricular council representative will confront the student with the accusation and allow the student the opportunity to tell his/her side of what happened concerning the code of conduct violation. This representative will contact the parents of the student to apprise them of the violation and the appropriate penalty. The student and/or his/her parents/guardian may request a hearing with the extracurricular council if they are not satisfied with the decision that has been made. The student may not participate in any extracurricular activity while waiting for the hearing to take place.