



**RICH TOWNSHIP
HIGH SCHOOL DISTRICT 227**

**2016-2017
STUDENT PLANNER**

BOARD OF EDUCATION

Antoine BassPresident
Cheryl ColemanVice President
Shannon Smith Ross.....Secretary
Dr. Delores WoodsBetty Owens
Dr. David MorganRandy Alexander

DISTRICT ADMINISTRATION

20550 S. Cicero Avenue
Matteson, IL 60443
708-679-5800

Mr. Greg Wright Interim Superintendent
Dr. Louise Coleman... Interim Superintendent
Mrs. Julie Grohn Director of Human Resources
Dr. Stacey Hunt Assistant Superintendent of Student Learning and Accountability
Mr. Mark Sheahan Interim Director of Finance
Ms. Jackie Bailey-Moss Director of Special Education
Mr. Ted Koutavas Supervisor of Technology
TBA..... Supervisor of Building and Grounds
Mrs. Betsy Williams Supervisor of Food Service

COORDINATOR OF ACADEMIC AND SPECIAL PROGRAMS

Mr. Mark KramerCoordinator of Manufacturing Careers Outreach Program
Ms. Hope StovallCoordinator of CTE
Mrs. Marda Cotton-Ramey.....Student Hearing Officer
Mr. Eric Hampton.....Public Relation Coordinator

**BRIEF HISTORY OF
RICH TOWNSHIP HIGH SCHOOLS**

High School District #227 serves the residents of Country Club Hills, Matteson, Olympia Fields, Park Forest, Richton Park, small sections of Chicago Heights, Tinley Park, and University Park and adjoining rural areas in South Cook County. The district was formed from non-high school territory in 1949. Construction of the East Campus of Rich Township High School, financed by a \$1,600,000 bond issue, began in September 1952. Twelve months later it was operating as a four-year high school. During the 1952-53 school year, a ninth grade school was operating in the Faith United Protestant Church in Park Forest, located on a 55-acre site donated by American Community Builders, Inc. The original building accommodated approximately 750 students.

The Secretary of Health, Education and Safety, Mrs. Oveta Culp Hobby formally dedicated the East Campus, in December 1953. It was fully accredited, by both the North Central Association and the State of Illinois during the initial year of operation. In 1954, it won, for the municipalities, which it serves, the All-American City award, the first ever to be awarded to a school.

In 1955, a \$450,000 bond issue financed the addition of 12 classrooms and a gymnasium. This increased the capacity of the school to approximately 1,100 students. In 1957, a \$1,050,000 bond issue was passed and the money used to increase the size of the East Campus to accommodate 1,500 to 1,600 students. At the same time, 50 acres of land for a new high school site was purchased in Olympia Fields.

In 1959, a \$1,690,000 bond issue was passed to finance building of the initial stage of a new Central Campus in Olympia Fields. The first stage provided facilities for about 700 students. The building has been recognized as one of the "significant schools of the future" in a monograph published by the Ford Foundation. In its July 1960 issue, The Nation's Schools carried a cover picture and a ten-page article on the new school under the title, "An Image of the Future in Olympia Fields, IL." In 1960, a bond issue of \$225,000 was approved to equip the new school, which opened to approximately 425 students in the ninth and tenth grades in September 1961. At the same time, the East Campus enrolled about 1,600 students.

In 1962, a \$1,250,000 bond issue was authorized by voters in the district to build and equip an addition to the Central Campus facility bringing its capacity to 1,500 students. This addition was completed for the opening of the school in September 1963.

In 1966, a \$2,700,000 bond issue was authorized by voters in the district; \$2,500,000 of the bond issue was for the purpose of building and equipping additions to the Central and East Campus facilities. This brings the capacity of the Central Campus to 2,100 students and the East Campus to 1,800 students. \$200,000 was used to purchase land for a third high school.

In 1969, a \$3,200,000 bond issue was authorized by voters in the district; \$300,000 was to build an addition to the East Campus. This addition consisted of a little theater and two arts and crafts classrooms. The remaining \$2,900,000 was for the purpose of building Rich South High School. Rich South opened at the East Campus for freshmen and sophomores in September of 1972 with an enrollment of 600 students and then moved into the new facilities at the South Campus in January 1973.

STUDENT/PARENT INFORMATION

NON-DISCRIMINATION DISCLOSURE

No student will be denied access to any program offered by the Rich Township High Schools on the basis of sex, race, color, national origin, ethnic background, sexual orientation, religious affiliation or disability.

PARENT NOTICE: SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, Rich Township High Schools has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

Rich Township High Schools have the responsibilities under Section 504, which include the obligations to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of the individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the children's rights and; 6) a hearing on the issue if the school refuses to make the amendment.

STUDENT RECORDS

Rich Township High Schools comply with the School Code of Illinois, the School Student Records Act and the Family Educational Right to Privacy Act pertaining to the maintenance of student records. All student records are maintained accordingly: in the case of an emergency, or as otherwise allowed by law, information contained in a student's records will not be released without the consent of the appropriate parent or guardian.

Students, parents or guardians entitled to access of the student's records have the right, except as limited by the School Student Records Act or other law, to inspect, copy and challenge the accuracy, relevance or propriety of information contained in the student's records. Please contact the District Office if you need more information.

Rich Township High Schools designate the following categories of student record information as "directory information" which may be generally available:

1. Identifying information: name, address, gender, grade level, birth date and place, and parents'/guardians names and addresses
2. Academic awards, degrees, and honors
3. Information in relation to school-sponsored activities, organizations, and athletics
4. Any major field of study
5. Period of attendance in the school

Parents or guardians entitled access to the student's records have the right to direct the District to prohibit the releases of this information for their student(s), except in the case of an emergency. Please contact the District Office if you need more information, or if you wish to prohibit the release of such information.

It is the practice of Rich Township High School District 227 to destroy the temporary student record of each student no later than five years from the date the student graduates or withdraws from the school. The student temporary record contains all records of each individual student except for basic identifying information, the academic transcript, attendance record, accident and health record, and the record of release of permanent record information.

Students, or parents or guardians entitled to receipt of a student's records, which desire copies of the student's temporary records may request and receive copies at any time prior to the destruction of the records, upon paying the actual cost of copying the records to the District. Parents of handicapped students or students placed in special education programs should be aware that information in their student's temporary record may be of continued diagnostic or therapeutic value to the student, and parents or students desiring such records may have the custody of such records transferred to them prior to the destruction date of the records.

It is the practice of District 227 to release the official student records to another school official records custodian upon request from the student's parent(s) or legal guardian when the student enrolls in another school. Such records include, but are not limited to: birth date, addresses, grades and grade level, parent's names and addresses, attendance records, family background information, intelligence test scores, aptitude test scores, psychological and personality test results, teacher evaluation and other information relevant to the education of the student.

No person, business or organization, can require that information from a student's temporary record be given before the student obtains a job, credit or insurance coverage, unless the required information is not otherwise available under the School Student Records Act. No person, business or organization can require that information from a student's temporary record be given before the student is granted any other right, privilege or benefit, unless the required information is not otherwise available under the School Student Records Act. No person, business or organization can deny a student any other right, benefit or privilege because it has not been given information from the student's temporary record, unless the information is not otherwise available under the Student School Records Act.

INSURANCE

Student accident insurance is available on a voluntary basis for all students wishing to participate. Complete information is provided to students and parents early in the school year.

MEDICAL REQUIREMENTS

Article 27, Section 8 of the Illinois School Code requires that public school children have a health examination once every four years by a physician licensed to practice medicine. All students are required to have the Tdap (Tetanus, diphtheria, acellular pertussis).

Incoming freshman students will be given examination forms to be filled out by a doctor and dentist. These must be returned to the school before the student enters high school.

Immunization records must be received by the start of the school year in order for the student to continue attending classes.

ADMINISTRATION OF MEDICATIONS

Medications shall be administered by the school nurse or principal's designee according to the following guidelines:

1. Written authorization from a licensed physician

2. Written permission for administration of the medication in the school setting from the parent or legal guardian (with review of the protocol with the parent or legal guardian prior to obtaining their signed permission).
3. The parent is responsible for ensuring that the medication arrives safely at school in a properly labeled container. The same procedures should be followed for all medications, whether prescription or non-prescription.
4. All prescription medication must be stored in the Health Office and taken under the supervision of the school nurse or designee.

POLICE LIAISON PROGRAM

The purpose of the Police Liaison program is to create a positive and protective educational atmosphere at Rich Township High Schools.

The objectives of the program are as follows:

1. To provide a security system which will be more effective in understanding students, comprehending their needs, and developing positive attitudes toward school, society, community and fellow man.
2. To develop effective measure to correct reasons for on campus truancy.
3. To develop better communications between youth and law enforcement agencies.
4. To help students who have encounters with the law.
5. To protect the health, safety, and welfare of all students.
6. To provide students with knowledge of laws they may be violating without knowing it.
7. To protect the rights of the entire school "family" from those few who would flagrantly violate the law and school regulations within and around school.
8. To create a program, which will provide an opportunity for the Police Liaison to improve the image of the law enforcement agencies by becoming better acquainted with the students and their problems.

SCHOOL SECURITY PROGRAM

Video cameras and surveillance equipment will be used to serve as a proactive means of maintaining the protection and safety of the occupants, school building and school grounds. Those individuals entering onto school property are subject to video taped surveillance.

ADMISSION AND RESIDENCE POLICIES

Any student living with parents or a legal guardian in the Rich Township High School District No. 227, as specified in Board Policy 7.60, who presents records indicating satisfactory completion of the first eight grades may enroll in the appropriate Rich High School. Records from previous schools must be presented at the time of registration. Students from other high schools enrolling in District No. 227 high schools will be interviewed and tested before placement in classes.

If the address provided at the time of registration is not correct, or in any way falsified, and residency is not within the school district, the student will be immediately removed from the school rolls and actions will be initiated to collect tuition due.

False information includes incorrect address of parents; incorrect names of parents; incorrect address where student is living; established guardianship for the primary purpose of attending school in this school district; and other similar acts to deceive school district personnel.

Residency Requirements

1. Students moving into the district will attend the school within those boundaries as established by the Board of Education.
2. Students living in the district will attend the school within those boundaries they reside subject to the following exceptions:
 - a. Any senior who has lived in the one school area and attended this school through his/her junior year and moves to another school within District #227 will not be transferred for the senior year unless he/she so desires. (If a senior elects to attend out of the attendance area, he or she must assume responsibility for transportation.)
 - b. Any freshman, sophomore, or junior moving within the district may transfer to the school serving the area immediately, or finish the school year.
 - c. Any student who will move to a new attendance area prior to the completion of the first quarter may register in the school serving the new area at the beginning of the school term if desired.

REGISTRATION FEES

The General Student Fees for the 2016-2017 school year is: **\$205.00.**

NOTE: All Student fees paid by the end of the school day on July 31, 2016 will have a \$10.00 deduction to \$195.00.

Driver Education (Behind the Wheel): **\$112.00**

Gym Suits: **\$14.00**

Yearbook: **\$40.00**

Underclass Photo Package: **To Be Decided by Each Campus**

PTSO Membership: **\$10.00**

District Policy requires that the General Student Fee **MUST BE PAID FIRST**, before any optional fees such as Yearbook or PTSO membership.

Bus Regulations: Bus service is provided to students who live more than 1½ mile from the school campus. Students should be ready to board the bus at the arrival and departure times with their ID are displayed. We ask that students display courtesy at all times while riding the bus.

Lockers: Each student is assigned a hall locker with a combination lock. The ownership of the locker is maintained by the school district and the student is granted a limited use of the locker solely in accordance with current law. The only items that may be placed in the locker are articles of: clothing, school books, or supplies relating to school use, lunches, and personal items which the student is legally entitled to have in his/her possession. The same regulations apply to the use of gym lockers.

P.T.S.O.: Membership in the Parent-Teacher-Student Organization is open to all students and parents of the District. Each family is encouraged to participate.

GYM UNIFORMS: Gym uniforms are on sale in the locker room. These uniforms are kept in the gym lockers and may be retained all four years.

Gym suits should be taken home and washed every week. (An automatic washer will not harm the suits; however, very hot water and very harsh detergents should be avoided.) In case all or part of the suit is lost, a replacement may be purchased in the school bookstore. In the meantime, suits may be rented on a day-to-day

basis for a small charge. Students are required to furnish their own socks and tennis shoes.

Gym Uniform Cost

Gym Uniforms: \$14.00 (\$7.00 Shirt, \$7.00 Shorts)

PHYSICAL EDUCATION WAIVER: Juniors and seniors, who wish to be excused from physical education under the District's Physical Education Waiver Policy, must contact their counselor before or during the week designated for student initiated schedule changes.

CLOSED LUNCH: Rich Township High Schools have a closed lunch policy. This action has been taken to provide an additional measure of protection and security for our students.

CAREER RESOURCE CENTER: The Career Resource Center is available to all students for assistance in career planning and exploration. Freshmen receive an orientation through Health Class and juniors are scheduled as part of their counseling program. Besides materials on careers, the Resource Center has interest testing and post-secondary school information. Stop by the Career Resource Center to schedule an appointment.

Media Center: Media Center hours are from 7:30 a.m. – 6:30 p.m. Monday through Thursday, and 7:30 a.m. – 3:45 p.m. on Friday. Students must have a pass to enter the Media Center if they are not attending with their class or during their lunch period. Passes may be obtained from any classroom teacher. Before or after school hours may change due to special school activities or functions.

In order to check out materials from the Media Center, student I.D. Cards will function as library cards. When a student wishes to check out books, he/she must present their I.D. Card to the attendant at the circulation desk. The standard loan period for books will be three weeks with the option of renewing for an additional week. Students may have a total of five (5) books on loan, but only three (3) may be checked out at any one time. The loan period may be less for books used for specific classroom assignments, which are in high demand. The fine charged for overdue materials will be \$.05 (five cents) per school day.

Students may also be asked to present their I.D. for the use of newspapers and magazines within the Media Center. Reference materials are not available for checkout. Audio-visual equipment is for classroom use only. Students may print or photocopy articles for \$.10 (ten cents) per page.

Student privileges include the use of the Media Center's computer technology. Students, however, will not be permitted to load personal software programs for use on the Media Center PCs.

Media Center expectations for all students are as follows:

1. Students who use the Media Center are expected to complete homework or use the library materials constructively.
2. School dress regulations are in effect at all times in the Media Center.

STUDENT RIGHTS, RESPONSIBILITIES AND REGULATIONS

Students, as citizens of the United States, are guaranteed certain individual rights and have corresponding individual responsibilities. Parents, teachers, and administrators have a responsibility, and a duty 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 right of society is as valid in the educational community as in the larger community.

STUDENT BILL OF RIGHTS

1. Students are guaranteed all rights stated in the U.S. Constitution.
2. Students will be permitted, without fear of punishment, to express their opinions in an appropriate manner.
3. Students will be allowed self-expression through dress as long as they are not in violation of the school or State dress code.
4. Students may distribute or post leaflets, newspapers, and/or literature on school grounds as long as it is not in violation of school or village regulations governing it.
5. Students have the right to recommend that assemblies be held on any issue, which directly or indirectly affects school concerns.
6. Before any locker search is held, the student's presence may be requested. If the student is not present, two designated school personnel must be present when the locker is searched.
7. Students are guaranteed due process in any disciplinary action. Where punishment is issued, students may follow the appeals process beginning with the Associate Principal and then the Principal.
8. Students have the right to stage peaceable protests as long as these actions do not infringe on the rights of others.
9. Students have the right to have any grade received justified.
10. Students have the right to form among themselves, organizations within the school so long as these organizations have an educational purpose and a faculty sponsor can be obtained with continuous faculty supervision.

STUDENT PHOTOS IN MEDIA

Photos and/or videos of District 227 students may be used in district publications, newspapers, journals, magazines, video productions, and on television unless parents/guardians complete a Photo Refusal Form and return it to the Main Office. These forms may be obtained from the Main Office. A new form must be completed at the beginning of each school year to avoid any misunderstanding.

Questions regarding this procedure may be directed to the Main Office of your campus.

STUDENT RESPONSIBILITIES

1. To become informed of and adhere to reasonable rules and regulations established by the Board of Education and implemented by school administrators and teachers.
2. To respect the rights and individuality of other students, school administrators and teachers.
3. To refrain from libelous, slanderous remarks and unnecessary obscenity in verbal and written expression.
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 to the best of one's ability.
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 respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school sponsored activities.

PRIVACY ACTS – SCHOOL RECORDS

All rights and privileges accorded to a parent under these Acts shall become exclusively those of the student upon his/her 18th birthday, graduation from secondary school, marriage or entry into military service, whichever occurs first. Such rights and privileges may also be exercised by the student; at any time regarding the student's permanent school records.

ACT TEST SCORES

Unless written notification to student's counselor has been made, ACT test scores will appear on the student's transcript.

MEDIATION

Rich Township High School District has a mediation project designed to assist students in resolving their own conflicts. In cases where a student's conflict may be identified before a discipline problem results, students may request the assistance of student mediators to help them resolve their problem. These requests should be made through the Deans' Office.

UNIFORM GRIEVANCE PROCEDURE

Students, parents, guardians, employees, or community members should notify the District Nondiscrimination Coordinator or Complaint Manager if they believe that the school board, its employees, or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal statute, or Board policy, or have a complaint regarding the following:

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. Individuals With Disabilities Education Act, 20 U.S.C. Sec. 1400 et seq.
5. Title VI of the Civil Rights Act, 42 U.S.C. Sec. 2000d et seq.
6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. Sec. 2000e et seq.
7. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
9. Curriculum, instructional materials, programs
10. Provision of services to homeless students

The Nondiscrimination Coordinator or Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a 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 him or herself of this grievance procedure may do so by filing a complaint with the District Nondiscrimination Coordinator or Complaint Manager. The Complainant shall not be required to file a complaint with a particular Nondiscrimination Coordinator or Complaint Manager and may request one of the same sex. The Nondiscrimination Coordinator or Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Nondiscrimination Coordinator or Complaint Manager shall assist the Complainant as needed.

2. Investigation

The Nondiscrimination Coordinator or 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 Nondiscrimination Coordinator or Complaint Manager will notify his or her parent(s)/guardian(s), 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 as follows: (1) as required by law or this policy; (2) as necessary to fully investigate the complaint; or (3) as authorized by the Complainant.

Within 10 school days of the date the complaint was filed, the Nondiscrimination Coordinator or Complaint Manager shall file a written report of his or her findings with the Superintendent. The Nondiscrimination Coordinator or Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the school board, which will make a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

3. Decision and Appeal

Within 5 school days after receiving the Nondiscrimination Coordinator or Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as to the Nondiscrimination Coordinator or Complaint Manager.

Within 5 school days after receiving the Superintendent's decision, the Complainant may appeal the decision to the school board by making a written request to the Nondiscrimination Coordinator or Complaint Manager. The Nondiscrimination Coordinator or Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the school board. Within 10 days, the school board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information for the Board. Within 5 school days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action. The Complainant may appeal the school board's decision to the Regional Superintendent pursuant to Section 3-10 of The School Code and, therefore, to the State Superintendent pursuant to Section 2-3.8 of The School Code.

This grievance procedure shall not be construed to create an independent right to a school board hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing Nondiscrimination Coordinator and Complaint Manager

The Superintendent shall appoint at least one Nondiscrimination Coordinator and one Complaint Manager. Following are the Nondiscrimination Coordinator and Complaint Manager:

Nondiscrimination Coordinator

Mr. Mark Sheahan
Rich Township High School District #227
20550 S. Cicero Avenue
Matteson, IL 60443 (708)-679-5719

Complaint Manager

Ms. Jackie Bailey-Moss
Rich Township High School District #227
20550 S. Cicero Avenue
Matteson, IL 60443 (708)-679-5640

Age Discrimination in Employment Act, 29 U.S.c. Sec. 621 et seq. Americans With Disabilities Act, 42 US.c. Sec. 12101 et seq.

Equal Pay Act, 29U.S.C. Sec. 206(d).

Immigration Reform and Control Act, 8 US.c. Sec. 1324a et seq. Individuals With Disabilities Act, 20 US.C.Sec. 1400 et seq.

McKinney Homeless Assistance Act, 42 U.S.C. Sec. 11431 et seq. Rehabilitation Act of 1973, 29 US.C.Sec. 791 et seq.

Title VII of the Civil Rights Act, 42 US.C. Sec. 2000d et seq.

Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 US.c.Sec. 20000e et seq.

Title IX of the Education Amendments, 20 US.C. Sec. 1681 et seq.

775 ILCS 5/1-101 et seq.

105 ILCS 5/2-3.8, 5/3-10, 5/10-20.7a, 5/10-22.5, 5/22-19, 5/24-4, 5/27.1 and 45/1-15.

23 Ill. Admin Code Sec. 1.240 and 200-40

Policy Adopted: September 18, 2006

RICH TOWNSHIP HIGH SCHOOL DISTRICT 227

Matteson, Illinois

BULLYING

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Students who believe they are victims of bullying or have witnessed such activities are encouraged to discuss the matter with a Dean, Guidance Counselor, or Building Administrator. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying will be subject to disciplinary consequences as provided in this handbook, including but not limited to, suspension and expulsion consistent with the school policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation may also be subject to disciplinary consequences.

To report incidents of bullying, you may contact the Associate Principal at the campus:

Mason Newell
Rich Central
708-679-5633

Vernell Glover
Rich East
708-679-7379

Joseph Gordon
Rich South
708-679-3070

Harassment of Students Prohibited

No person, including a District employee or agent, or student, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment or intimidation are handled according to the provisions on sexual-harassment below. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, such as by including this policy in the appropriate handbooks.

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a District employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that does the following:

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

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

Students who believe they are victims of sexual harassment or have witnessed sexual harassment are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Manager. At least one of these individuals will be female, and at least one will be male.

Nondiscrimination Coordinator

Mr. Mark Sheahan
Rich Township High School District 227
20550 S. Cicero Avenue
Matteson, IL 60443 (708) 679-5719

Complaint Manager

Ms. Jackie Bailey-Moss
Rich Township High School District 227
20550 S. Cicero Avenue
Matteson, IL 60443 (708) 679-5640

The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment, such as by including this policy in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

EXPECTATIONS FOR STUDENT BEHAVIOR

It is expected that students will make decisions which will result in exemplary school conduct and that they will not demonstrate behaviors which cause disruption to the educational process and/or be in violation of the law. It is recognized, however, that young people do make mistakes in judgment regarding their behavior. In order to help students in their decision-making, we are listing below some of the consequences for the more serious mistakes in judgments regarding their behavior. The subsequent statements apply to behaviors occurring on school premises, riding school buses, at school-sponsored activities, wherever located, or off school grounds, or while in direct route from school to home as well as home to school, that would interfere with the school's educational process and a safe school environment. Discipline procedures may be modified for special education students and section 504 eligible students when the student's behavior is a direct result of the student's disability. A Behavior Intervention Policy has been established to provide guidelines for eligible students. Violation of a Behavior Intervention Policy, such as a mediation agreement, will result in disciplinary action.

Definitions

1. **Expulsion** is the exclusion of a student from school for up to two calendar years. This action is assigned by a majority vote of the Board of Education.
2. **Out-of-School Suspension** is a temporary exclusion from school not to exceed ten consecutive school days assigned by a dean, assistant principal, principal, assistant superintendent or superintendent. Students are not allowed on school property and are excluded from all school functions, as well as extra-curricular activities for the duration of the suspension.

A written notice of the suspension to the parent(s)/guardian(s) and the students, which shall:

- a. Provide a full statement of the reasons for the suspension;
- b. Provide notice to the parent(s)/guardian(s) of their student's right to a review of the suspension;
- c. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit.

3. **Detention:** Students are to serve detentions on the designated date. Failure to do so will result in additional consequences.
4. **Student Lockers** are school property and remain as such at all times. Although lockers may be assigned to students for their convenience, students are to be advised that the school retains the right to inspect lockers at any time and that school authorities will inspect lockers whenever they deem it reasonable or appropriate to do so. Periodic locker inspections may be conducted from time to time and are to be expected by students. (Policy 5142.1) Local police canine units will also be used in the search process. Vehicles parked on the school grounds may be subject to search/seizure by local canine units or other such means under the supervision of school officials.
5. **A Special Education Student:** One who has been determined eligible for a special education instructional program or special education support services pursuant to Article 14 of the School Code and for whom the preceding consequences may be modified if the gross disobedience is a direct result of the student's disability
6. **Multi-Tiered System of Supports (MTSS)** is approach for redesigning and establishing teaching and learning environments that are effective, efficient, relevant, and durable for all students, families, and educators. MTSS involves an education process that matches instructional and intervention strategies and supports to student needs in an informed, ongoing approach for planning, implementing, and evaluating the effectiveness of instruction, curricular supports and interventions. The three MTSS tiers are:

Tier 1 is a foundation. This is the instruction that all students receive in the general education classroom with their general education teacher. It is called Tier 1 instruction or core instruction. The teachers and administrators will make sure that materials or instructional practices are of high quality and effective research based for all students.

Tier 2, supplemental intervention are provided with an increased level of intensity in addition to core instruction for small groups of students who show risk of not meeting grade level standards. With fewer students in a group, an individual student has more opportunities to respond, and the teacher has more opportunities to give immediate and appropriate feedback to each student.

Tier 3, intervention are provided at a higher level of intensity in comparison to Tier 2 and are also provided in addition to core instruction. Tier 3 interventions provides to a small group of two to three students or to an individual student by a staff member. Interventions are tailored specifically to meet the needs of each student.

7. **Screening** is defined as a procedure to determine the most appropriate way to provide help for those students exhibiting unusual and difficult problems in

the classroom. Referrals for screening can be submitted by instructional staff, counselors, administration, parents, students and other agencies. A student is not identified as needing or not needing special education at the screening step. The purpose of screening is to identify how the student is functioning in the classroom to determine the most appropriate way to help the student and/or recommend further evaluation. The screening process can be initiated by completing the Campus Screening Request (P.C.-1) which is available in the Guidance Office. This completed report should be given to the Associate Principal.

8. **Alternative Educational Placement** is defined as a placement outside of the typical school setting, e.g. Ombudsman Program and/or like or similar programs. These placements may be considered for reasons of discipline, behavior, attendance, academics and the like as determined by school officials.
9. **Restorative Justice** is a philosophy based on a set of principles that guide the response to conflict and harm. Schools may involve a wide range of people in the restorative justice process, including those involved in the conflict, teachers, school staff, bystanders, other students, and the school community.

Restorative justice's three main goals are:

Accountability: Restorative justice strategies provide opportunities for wrongdoers to be accountable to those they have harmed, and enable them to repair the harm they caused to the extent possible.

Community Safety: Restorative justice recognizes the need to keep the community safe through strategies that build relationships and empower the community to take responsibility for the well-being of its members.

Competency Development: Restorative justice seeks to increase the pro-social skills of those who have harmed others, address underlying factors that lead youth to engage in delinquent behavior, and build on strengths in each young person.

10. **S.A.F.E.** (School Advocate for Education) - will provide customized, structured academic/behavioral interventions promoting redirection to the demonstration of behaviors which cause disruption to the educational process and/or be in violation of the law. S.A.F.E is a comprehensive behavioral and disciplinary tools that utilizes various interventions (Positive Behavior Intervention Supports (PBIS), MTSS, etc..) to identify and develop strategies to improve student outcomes. Family involvement is encouraged in order to create a partnership that maximizes the educational success and social/emotional growth of Rich Township 227 students. The goal of SAFE is to provide students with the skills necessary to function effectively a traditional high school setting.

S.A.F.E. provides interventions and guidance in the following areas:

- Expectations for Student Behavior
 - Disruption to the Educational Process
 - Violation of the Law
 - Acceptable Use Policy
 - School Procedures

A. **Disruption to the Educational Process**

It is necessary that a safe and orderly learning environment be maintained in a school. No student has the right to disrupt the learning process of another student. Because parents have the primary responsibility in correcting the misbehavior of their student, the school will strive to effectively and personally communicate with parents whenever the student demonstrates any misconduct. The student misbehaviors specified in this handbook are the most disruptive to a safe and orderly environment and, therefore, have the most serious consequences. Teachers may use reasonable force needed to maintain safety for other students. In administering the consequences for disruptive behavior, the school will assure students' due process as stated in the Student Bill of Rights.

1. **Gross Disobedience**

Students are expected to obey the reasonable directions of school employees. Students who refuse to identify themselves to any school personnel are guilty of gross disobedience. **Refusal to comply with any reasonable directive will be considered insubordination and disciplinary action will be taken.** Chronic or repeated offenses of disobedience will not be tolerated and will be considered gross disobedience. Whenever students are involved in such behaviors, the following will result:

- a. Conference with Dean, behavior contract; and/or
- b. One or more assigned S.A.F.E. interventions; and/or
- c. Detention/In-school suspension; and/or
- d. Restorative Justice (RJ); and/or
- e. Up to a ten-day out-of-school suspension; and/or
- f. Recommendation for expulsion, if circumstances warrant.
- g. Multiple suspensions or repeated offenses that total 7 out of school days or more may result in the suspension from participation in all school activities/privileges for the period of one semester.

2. **Gross Misconduct**

Gross misconduct is any conduct or behavior including **cyberspace activities, multimedia**(video recording and/or photos)**and text messaging** which may lead school authorities to forecast/respond to substantial disruption/interference with the daily educational process. It may also occur outside the school grounds provided that a relationship exists between the conduct of the student and the school's educational function.

Consequences:

- a. Conference with Dean, behavior contract; and/or
- b. One or more assigned S.A.F.E. interventions; and/or
- c. Detention/in-house suspension; and/or
- d. Restorative Justice (RJ); and/or
- e. Up to a ten-day out of school suspension; and/or
- f. Recommendation for expulsion, if circumstances warrant.

3. **Fighting**

Whenever students are involved in **any physical or verbal confrontations**, which can be characterized as aggressive behavior with another student, **which includes instigating a fight**, or which can lead to a serious disruption in the school environment, the following will result:

- a. Conference with Dean, behavior contract; and/or
- b. One or more assigned S.A.F.E. interventions; and/or
- c. Up to a ten-day out-of-school suspension (unless evidence indicates that only one was clearly the aggressor); and/or
- d. Restorative Justice (RJ); and/or
- e. Recommendation for expulsion if circumstances warrant; and/or
- f. Referral to the police.

For repeated offenses, the following will result:

- a. A ten-day out-of-school suspension; and/or
- b. Recommendation for expulsion, if circumstances warrant; and/or
- c. Referral to police; and/or
- d. Possible placement in an alternative school setting.

For any unprovoked attack by a student or group of students upon another person, the following will result:

- a. A ten-day out-of-school suspension; and/or
- b. Recommendation for expulsion, if circumstances warrant; and/or
- c. Referral to police; and/or
- d. Possible placement in an alternative school setting.

4. **Harassment/Hazing/Bullying/Cyber-bullying**

Harassment/Hazing/Bullying/Cyber-bullying is the result of conduct, which has the intended outcome of creating an intimidating, hostile, or offensive environment for others. Cyber Bullying is when a child, preteen or teen is tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by another child, preteen or teen using the Internet, social network, digital technologies or mobile phone. This includes threats to the personal safety of others and will result in the following:

- a. Conference with Dean, behavior contract; and/or
- b. One or more assigned S.A.F.E. interventions; and/or
- c. Up to a ten-day out-of-school suspension; and/or
- d. Recommendation for expulsion, if warranted; and/or
- e. Recommendation for Program Alternative if warranted; and/or
- f. Referral to the police.

Vulgar and/or obscene language or gestures, racial, ethnic or religious insults, or slurs/comments related to sexual orientation or disability directed by students towards other students or school employees will result in:

- a. Conference with Dean, behavior contract; and/or
- b. One or more assigned S.A.F.E. interventions; and/or
- c. Up to a ten-day out-of-school suspension; and/or
- d. Recommendation for expulsion, if warranted; and/or
- e. Recommendation for Program Alternatives if warranted; and/or
- f. Referral to the police.

5. **Early Identification: Aggressive Behavior**

Students who are identified by school personnel, teachers, instructional assistants, custodians, and the like as having demonstrated aggressive behavior or behaviors that put them at risk for aggressive behavior including, but not limited to, "bullying" which is hereby defined as conducts and/or behaviors toward other students that, to a marked degree, appear or could be construed or interpreted as intended to terrorize, intimidate, or start either verbal and/or physical altercations with another student or students, shall be referred to the appropriate designated administrator or committee, such as the pupil personnel or screening committee, who are trained in response to these referrals. The committee will take those actions necessary as is protocol for that school, such as, but not limited to, parent contact.

School personnel shall abide by procedures, which are in place to assist in their referral for that student(s). The aforementioned personnel, and/or team, or committee will utilize this referral, and that personnel shall consider the referral. Upon review, the committee and/or designated individuals on that committee or team shall determine whether the conducts and/or behaviors of the student are of such a nature and degree that the student be referred by the committee, as a student at risk for aggressive behavior.

6. **Gangs and Related Activity**

Street gangs, satanic cults, or any display that can be construed as gang affiliation via placement on the body or clothing delineated by left or right is prohibited. Additionally, any color or color-scheme that may be misconstrued as gang identification is not acceptable in the school setting. The wearing of gang insignia or satanic cult paraphernalia or symbols, "flashing" gang signs, drawing gang and/or satanic cult symbols, distribution of gang or satanic cult literature, the use of gang "threats/physical aggression" and related gang and satanic activities are prohibited. In addition, only those student groups that have been approved by Student Council and campus administration are permitted the use of school facilities for meetings and/or activities. Such activities and any other activities that the school administration may deem potentially disruptive to the school climate will not be tolerated and subject to disciplinary action. The disposition for violation of these rules will include a parent conference and may also result in:

- a. **Parent Conference with Dean and School Administration;** and/or
- b. Behavior contract; and/or

- c. One or more assigned S.A.F.E. interventions; and/or
- d. Up to a ten-day-out-of-school suspension; and/or
- e. Recommendation for expulsion if circumstances warrant; and/or
- f. Referral to the police

7. School Dress

Students are expected to dress in an appropriate manner, respectful of the purpose of the school and those around them. Students may not wear clothing or accessories, which disrupt the educational atmosphere, damage school property, or contribute to unhealthy conditions of the school. **Appropriateness of school dress will be determined by the school administration.**

- a. The feet must be covered with shoes or sandals. The shoes or sandals must not mark or damage floors. **House slippers are not to be worn.**
- b. **Students must dress in opaque material from the shoulder to the lower mid-thigh. Slits or splits in clothing should be modest and appropriate for an academic setting. Students shall not wear tank tops, halter-tops, garments with spaghetti straps, or strapless garments. Leggings should only be worn with covering that extends to the lower mid thigh. Garments that are "see-through", cut low, or expose one's midriff or undergarments, are not acceptable. Sleeveless garments must extend from the neck to the end of the shoulder cap, and fit closely under the arms. Undergarments must not be visible, when either standing or sitting. Sleepwear and/or pajamas are not to be worn.**
- c. Coats, gloves, jackets, including cold weather outdoor ski vests, headscarves, hats, head coverings, hoods and sunglasses may not be worn in the school and must be stored in the hall lockers during the school day. Exceptions may be made by school administration for religious or health reasons.
- d. Students may not display or wear pocket chains and/or other metal objects, which may be used as a weapon.
- e. Students may not display and/or wear clothing, jewelry, or tattoos displaying obscenities, gang/satanic cult symbols, or advertising promoting alcohol, drugs, violence or weapons, nor may students display and/or wear clothing or clothing items, jewelry, or tattoos that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation or disability, or that are otherwise contrary to the school's educational mission.
- f. No book bags or back packs in which to carry books or other materials will be allowed in the classroom. Only mesh drawstring shoe bags will be allowed to be worn in the classroom.
- g. **Students shall not wear pants that sag or fit below the waist. All pants must fit around the waist and be properly fastened.** Pants cannot be worn inside out.

Violation of Dress Code will result in the following:

- a. Students will not be allowed to attend regularly scheduled classes until the mode of dress is acceptable for the educational environment.
- b. One or more assigned, appropriate S.A.F.E. interventions; and/or
- c. Restriction from participation in all school activities/privileges for a time as deemed reasonable by building administration.
- d. Repeated offenses will be considered gross disobedience.

8. Cell Phones/Electronic Devices

Cell phones/electronic devices may serve as an outstanding instructional tool and learning resource if used appropriately. We encourage our staff members and our students to use electronics and other 21st century devices to supplement instruction and learning. In order to preserve the teaching and learning environment, this document is to clarify the cell phone/electronic devices guidelines for District 227. **Rich Township High School District 227 is NOT responsible for lost or stolen electronic devices.**

General Usage Guidelines:

- a. Cell phones/electronic devices may only be used for educational purposes in the classroom setting. If a student wishes to use their device for non-educational purposes, they may do so before the morning bell rings, during lunch, and after school.
- b. Use of electronic devices for educational purposes within the classroom setting will be at the sole discretion of each classroom teacher. Failure to follow the directives of the classroom teacher will result in disciplinary action.
- c. Cell phones/electronic devices must be turned to SILENT MODE before you enter any classroom, office, library, lab, or theater. Students may power their phones at the request of the classroom teacher. Students may not use cell phones/electronic devices during final exams.
- d. Once inside any of the aforementioned locations, students must store their cell phones/electronic devices in a location that is not visible to the teacher or other students. Students may only use the device with teacher approval.
- e. Personal electronic device use in other areas of the facility is permitted at the discretion of the administration in that building provided the use is not disruptive to the school environment.
- f. Cell phone video and photography should not be used in inappropriate situations such as, but not limited to, video recording confrontations or fights.
- g. Using the school's outlets or USB ports to charge an electronic device is prohibited.
- h. This policy prohibits the use of electronic devices in all restrooms, locker rooms, and any other locations where students and staff "have a reasonable expectation of privacy."
- i. The visual and/or audio recording of other people without permission is unlawful and therefore prohibited on school grounds.
- j. Prior to entering a building, all headphones and earpieces must be removed from the ears.

Refusal to surrender your phone when asked is considered gross disobedience. Gross disobedience may result in disciplinary consequences, including a suspension. Parents will be contacted.

Consequences for Gross Disobedience:

- a. Conference with Dean, behavior contract; and/or
- b. One or more assigned S.A.F.E. interventions; and/or
- c. Detention/In-school suspension; restorative justice and/or
- d. Up to a ten-day out-of-school suspension; and/or
- e. Recommendation for expulsion, if circumstances warrant.
- f. Multiple suspensions or repeated offenses that total 7 out of school days or more may result in the suspension from participation in all school activities/privileges for the period of one semester.

- 1st Offense: Referral to the Dean. The Dean assigns an appropriate consequence, as defined in the student handbook under consequences for gross disobedience – Detention/In-school suspension; restorative justice
- 2nd Offense: Student will be suspended until a parent conference.

Cellular and radio-telecommunication devices may be used on Rich Township Activity buses. Video recording is not allowed. Cell phones may be used after school and during extracurricular events. They may not be used while participating in structured curriculum related activities, whether during the school day or after school hours, unless authorized or approved by administration/designee.

9. **Student Behavior - End of School Term**

Any violation of school rules during the last days of the school term by freshmen, sophomores, or juniors will be subject to disciplinary action, which could extend into the following semester, summer term or next school year for the student(s). A community service option can be considered by school officials. Violations by graduating seniors may result in exclusion from graduation ceremonies and/or other disciplinary action.

10. **Academic Integrity**

Any academic cheating or plagiarism will result in an academic referral by the staff member to the appropriate administrator, parent contact, possible grade reduction, detentions or suspensions, or possible withdrawal with failure/loss of credit depending on the seriousness of the offense.

11. **Loitering**

Students may not be in unauthorized areas of the building or grounds at any time. Students are expected to exit the building at the conclusion of their last class unless they are under the supervision of staff members. If students are waiting for an activity, they must stay in the designated holding area(s). Any student not abiding by these rules will be deemed insubordinate and subject to disciplinary action.

12. **Sale or Distribution of Goods**

Students may not sell any items during school or at any school related event without prior written approval of school administration or the appropriate governing body, which approves such sales. **These items will be confiscated and (destroyed). Repeated offenses will be considered gross disobedience.** Approval will be given only to school sponsored groups for fund raising purposes. **Food items intended for celebrations should not be brought into the school for distribution.**

B. **Violation of the Law**

As an integral part of the community, Rich Township High Schools' students and staff are governed by local, state and federal statutes, which apply to all others in the community. As a result, it is a district practice to involve the local police department whenever it is determined that a violation of these statutes may have occurred.

1. **Verbal/Physical Assault to School Personnel:**

Incidents of verbal/physical assault, intimidation and/or threats or battery to a member of the school personnel will not be tolerated. Whenever students are involved in such behaviors, the following will result:

- a. Conference with Dean, behavior contract; and/or
- b. One or more assigned S.A.F.E. interventions; and/or
- c. Restorative Justice (RJ); and/or
- d. A ten-day out-of-school suspension; and/or
- e. Recommendation for expulsion if warranted; and/or
- f. Referral to the police.

2. **Alcohol and Other Drugs**

In the event that a student possesses drug paraphernalia or is under the influence of or is involved in the possession, sale, consumption, or distribution of illegal or controlled substances or misuse of over the counter or prescription medicines (including drugs classified as "look-alikes" and alcoholic beverages) on school property or while attending any school-sponsored activity, any or all of the following will result:

- a. Parent Conference, one or more assigned S.A.F.E. interventions; and/or
- b. A ten-day out-of-school suspension; and/or
- c. A parent conference within five days after the suspension begins; and/or
- d. Referral to the police; and/or
- e. Confiscation of material which will be turned over to the police department if necessary; and/or
- f. A conference scheduled with a Student Intervention Team member; and/or
- g. Recommendation for expulsion, if circumstances warrant.

Alternatives to suspension may be offered only on the first offense for students under the influence or in possession of an amount that cannot be considered salable. The alternative would require a minimum of five days out-of-school suspension, enrollment and completion of a school approved alcohol/drug assessment education or counseling program.

The District views alcohol and drug abuse as both a school and total community problem. The District offers assistance, within the context of the school setting, to students and their families who are experiencing a substance abuse problem. Each school has a Student Intervention Team to assist students and their families. Please call the school to speak to one of the Team's faculty members if you desire help.

3. **Theft or Possession of Stolen Property**

If it is determined that a student has stolen, is an accessory to a theft, or is in **possession of stolen property**, the following will result:

- a. **Parent Conference**; and/or
- b. Restorative Justice (RJ); and/or
- c. Up to a ten-day-out of school-suspension and referral to police, if warranted; and/or
- c. Restitution; and/or

- d. Referral to the police; and/or
- e. Recommendation for expulsion, if circumstances warrant.

4. Lagoon

The Board of Education of District 227 prohibits entrance into the water or onto the ice of the lagoons of the three Rich Township High Schools. Trespassers will be subject to a fine not to exceed \$500.00 as per the local village ordinances, (Policy 142.2) and up to a 10 - day suspension.

5. Possession of Weapons

A pupil who uses, possesses, distributes, purchases, or sells a weapon on school premises or property or at any school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school, shall be recommended to the Board of Education for expulsion for at least one calendar year and may be expelled for up to two calendar years.

The term "weapon" means possession, uses, control or transfer of any object which may be used to cause bodily harm including, but not limited to, knives, razors, guns, (pellet gun and B-B guns) firearms, rifles, shotguns, brass knuckles, Billy clubs, tasers, or "look-alikes" thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils and pens may be considered weapons if used or attempted to be used to cause bodily harm. Possession of a weapon will result in:

- a. Up to a ten-day out-of-school suspension
- b. Recommendation for expulsion, if circumstances warrant
- c. Referral to the police, if warranted

6. Setting a Fire or Fire Alarm

For any student who commits arson (deliberately sets fire on school premises) or releases a fire alarm, fire extinguisher, or makes a 911 call falsely, the following will result:

- a. Conference with Dean, behavior contract; and/or
- b. One or more assigned S.A.F.E. interventions; and/or
- c. Restorative Justice (RJ); and/or
- d. Restitution; and/or
- e. Up to ten-day out-of-school suspension; and/or
- f. Referral to the Police; and/or
- g. Recommendation for expulsion, if circumstances warrant.

7. Fireworks and/or Explosives, Volatile Chemical Mixtures or Look-alikes

Involvement in the possession and/or discharge of fireworks will result in:

- a. Conference with Dean, behavior contract; and/or
- b. One or more assigned S.A.F.E. interventions; and/or
- c. Restorative Justice (RJ); and/or
- d. Restitution; and/or
- e. Up to a ten-day out-of-school suspension
- f. Referral to the Police; and/or
- g. Recommendation for expulsion, if circumstances warrant.

8. Vandalism

Defacing and/or damaging school, staff, or student property including graffiti and vandalism and/or damage to vehicles by students while on school property or transporting others will result in:

- a. Conference with Dean, behavior contract; and/or
- b. One or more assigned S.A.F.E. interventions; and/or
- c. Restorative Justice (RJ); and/or
- d. Restitution; and/or
- e. Up to a ten-day out-of-school suspension
- f. Referral to the police; and/or
- g. Recommendation for expulsion, if circumstances warrant.

9. Gambling

Students are not to participate in games of chance or activities, which involve gambling or gambling paraphernalia. The result of such actions will include confiscation of gambling materials and will result in:

- a. Conference with Dean, behavior contract; and/or
- b. One or more assigned S.A.F.E. interventions; and/or
- c. Restorative Justice (RJ); and/or
- d. Up to a ten-day out-of-school suspension; and/or
- e. Referral to the police; and/or
- f. Recommendation for expulsion, if circumstances warrant.

10. Sexual Harassment/Sexual Misconduct

Employees and students are prohibited from sexually harassing other employees or students. Sexual harassment in any form by any person is unacceptable. Sexual harassment means any conduct of a sexual nature by a person directed toward another person when:

- a. Such conduct has the obvious result in creating an intimidating, hostile, or offensive school environment for the person; or
- b. Such conduct is continued by the person after the request of the other person to stop such conduct because it is intimidating, hostile or offensive to the person. The determination of whether the conduct of a person is intimidating, hostile, or offensive is to be made by the school administration. Sexual harassment prohibited by this policy includes verbal, written or physical conduct. The terms intimidating, hostile or offensive as used above include conduct, which has the effect of humiliation, embarrassment, or discomfort. Complaints alleging a violation of this policy are solicited and must be brought to the attention of the appropriate school official/employee informally or through the appropriate grievance procedure. Caution must be exercised, however, to accurately state the facts giving rise to the complaint and to avoid groundless complaints. Individuals who feel that a sexual violation may have occurred are encouraged to report that violation to school personnel. Violations of this policy will be reviewed by the associate principal or designee for appropriate disciplinary action up to expulsion and possible referral to the police.
- c. **Any inappropriate sexual behaviors will be considered gross misconduct.**
Whenever students are involved in such behaviors, the following will result:
 - Up to a ten-day out of school suspension; and/or
 - Recommendation for expulsion, if circumstances warrant.

11. Harassment of Students Prohibited

- a. No person, including a District employee or agent or student, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing or intimidated conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.
- b. This policy prohibits students from engaging in hazing or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct. (Board Policy 7.190)
- c. This policy prohibits from: (i) accessing, and/or distributing at school any written or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written or electronic material, including: Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members. (Board Policy 7.310)

Violations of this policy will be reviewed by the Associate Principal or designee for appropriate disciplinary action up to expulsion and possible referral to police.

12. Video recording, electronic recorders (including cell phones) and anything that reproduces an image are prohibited unless permission has been authorized and approved by the administration in designated areas.

Unauthorized use of such devices will result in:

- a. In-school suspension, restorative justice; and/or
- b. Up to a ten day out of school suspension; and/or
- c. Recommendation for expulsion, if circumstances warrant.

13. Forgery and False Phone Calls

Forgery, alteration, as well as use, receipt or possession of school documents without proper authority, are prohibited. Students who falsify school documents, a phone call or recruit another person to call on their behalf will result in:

- a. Conference with Dean, behavior contract; and/or
- b. One or more assigned S.A.F.E. interventions; and/or
- c. Restorative Justice (RJ); and/or
- d. Restitution
- e. Up to a ten-day out-of-school suspension; and/or
- f. Referral to the police; and/or
- g. Recommendation for expulsion, if circumstances warrant.

14. Threats to the Safety of the School Environment – Insert (allowing unauthorized individuals and removing the wording (occupants and who are placed in danger)

Bomb threats and any other threats to the safety of the school environment will not be tolerated. This includes allowing unauthorized individuals within the building. Such threats could result in:

- a. A ten-day suspension
- b. Refer to the police; and/or
- c. Recommendation for expulsion, if circumstances warrant.

15. Use of Tobacco

The first offense of students smoking tobacco or in possession of tobacco products (including tobacco classified as "look-alikes) at school or school events will result in a three-day suspension which could be reduced to a one-day in-school suspension if the student(s) complete an approved tobacco awareness program. Second and subsequent offenses will result in a three-day out of school suspension with no option for reduction and a referral to the student Intervention Team.

ACCEPTABLE USE POLICY

Acceptable Use - District-Issued Technology (Including One-To-One Programs)

The District may issue technology to users, including students and employees, for educational or extra-curricular purposes and/or District business, including through a one-to-one program. Use of District-issued technology is governed by this AUP, including the Acceptable and Unacceptable Use provisions of this AUP, regardless of when, where, or for what purpose the use occurs. This includes use that occurs outside of normal school hours (for students), before or after work times (for employees), for personal purposes, and/or off District property or away from related events or activities.

The user is responsible for reasonable care of District-issued technology at all times during which the technology is issued to the user, regardless of whether the technology is on school property or at related events or activities. This includes the requirement that the user not allow others to use the technology without authorization from an administrator. The procedures implemented by the Superintendent or designee for this AUP may contain further guidelines regarding responsible use, as may handbooks and other guidelines issued at the school level. Costs associated with repair or replacement of technology damaged as a result of a user's failure to exercise reasonable care shall be the responsibility of the user, including any fees for insurance premiums and deductibles, regardless of whether the damage is caused by the user or a third party.¹ Users may be required to obtain and/or pay for insurance for District-issued technology in order to be issued such technology by the District.

Students may only use or access District-issued technology outside of school with parental or guardian approval. The District is not responsible for unacceptable use of District-issued technology by students at any time, including outside of school, although students may face consequences for such misuse under this and other District policies.

Unacceptable Use – General

Users are expected to conform to general expectations of norms outlined in this AUP and other District policies when using the District's electronic resources. This AUP sets forth some general examples of unacceptable use, but does not attempt to set forth all prohibited uses.

The following are examples of uses of the District's electronic resources that are strictly prohibited:

- Any use at a time or in manner that is not authorized or approved, or in a manner that causes or reasonably could be foreseen to cause a substantial and material disruption to the educational environment or invasion of the rights of others;
- Knowingly or recklessly causing a security breach or disruption of service to an individual or system;
- Damaging District electronic resources or the electronic resources of others via District electronic resources, including accessing or attempting to access any content to which the user is not authorized, including "hacking";
- Misrepresenting one's identity or using another person's password, user profile, or technology or allowing another to use one's identity, password, or technology without authorization;
- Any use in a manner that violates State or federal law including using materials that are subject to intellectual property laws, such as copyright and trademark laws, without authorization;
- Any use that violates any Board policy, including policies addressing bullying, harassment, and hazing, and student and employee discipline policies or codes of conduct;
- Publishing or transmitting private information, including photographic, video, and audio depictions of others, without authorization;
- Any transmission, access, creation, or transmission of material that is sexually graphic or explicit, obscene, threatening, intimidating, abusive, harassing, or otherwise indecent, or that reasonably could be interpreted as promoting illegal activity, including illegal drug use;
- Any use for a commercial purpose where the user does not have the express written authorization of the Superintendent or designee;
- Uploading or downloading material, including software, without express authorization of a member of the District's technology staff;
- Accessing or participating in any games without the express authorization of a supervisor (for employees) or teacher or administrator (for students and other users), or using the District's electronic resources for more than incidental² personal use;
- Providing personal information, including photographs, about themselves or another; and
- Any attempt to do any of the above.

A user should notify the District's Complaint Manager or Nondiscrimination Coordinator immediately upon receipt of a communication through the District's electronic resources that the user believes is inappropriate or that makes the user feel threatened or uncomfortable.

Students must adhere to the policy and guidelines of the District 227 Acceptable Use Policy.

SCHOOL PROCEDURES

COATS, JACKETS, HATS, SCARVES, SUN-GLASSES, OUTERWEAR AND BOOK BAGS

Students must leave all coats, jackets, sunglasses, outerwear, and book bags in their lockers. These garments are not to be worn in the classroom or school activities. **No book bags, or backpacks in which to carry books and other materials will be allowed in the classroom. Only mesh drawstring shoe bags will be allowed to be worn in the classroom.** Students in violation of this policy may be subject to disciplinary action. Students must remove all headwear upon entering the building.

FOOD AND BEVERAGES

Food, beverages, snacks, etc. are not to be taken out of the cafeteria, allowed in the classroom or allowed out of the food lab classes. Students in violation of this policy may be subject to disciplinary action.

BUSES

The school district provides bus transportation for eligible students. To insure safety and assist bus service, students must comply with bus regulations as designed by the school. Infractions of those school rules may result in a suspension from school and/or bus privileges for a period of time not to exceed one school term.

AUTOMOBILES, PARKING AND PARKING PERMITS

Students in violation of the following procedures will be subject to having his/her vehicle towed at owner's expense. In as much as free bus transportation is provided for all students living more than one and one-half miles from the school, student driving of automobiles to school is considered a privilege. Students are granted this privilege, upon written application by their parents and dean's approval. Application forms for parking stickers are available in the Dean's Office. There

will be a \$40.00 fee charged for the parking sticker, which is non-transferable. There will be a \$20.00 fee charged for the parking sticker for second semester only. Parking lot security is provided for the enforcement of parking rules and for the protection of property. Student cooperation is essential, and appropriate school personnel may revoke this privilege at any time. A student given permission to drive, and issued a parking sticker, **must show proof of insurance and a valid driver's license** and agree to:

1. Each car brought to school by a student must be registered in the Main Office. If more than one car is registered, a sticker must be displayed on each car. If a car is subsequently sold or traded, the Main Office must be notified.
2. All drivers on campus must drive slowly and carefully.
3. Students must stay out of their automobiles (unless excused early by parent permission) from the time the car is parked until school is dismissed. Loitering in cars is not permitted.
4. The car must be locked while parked and the keys must not be given to another student.
5. The school reserves the right to search the car if there is a reasonable cause to believe that the car contains illegal substances (drugs, weapons, alcoholic beverages, etc.).
6. The school accepts no liability for loss of property or damage to vehicles while on school grounds.
7. Students who violate the driving regulations such as those listed below may be subject to possible disciplinary actions by the school.
 - a. Failure to register a vehicle or improper display of the parking sticker - \$5.00 fine per occurrence.
 - b. Parking in the visitor's lot, access roads, or on the grass - \$5.00 fine per occurrence.
 - c. Loitering in the automobile, transporting truant students, or permitting others to use your automobile will result in loss of driving privileges.
 - d. Speeding and/or reckless driving will result in loss of driving privileges.
 - e. Using, transporting, or keeping illegal substances in the automobile - loss of driving privileges, referral to police and consideration for expulsion from school.
8. An accumulation of five (5) parking tickets during the school year will result in loss of driving privileges.
9. Students who have had their driving privileges revoked and persist on driving to school will be guilty of gross disobedience and disciplinary action by the school.

I.D. CARDS

Students must wear their current I.D. Cards, facing front and around the neck, using a break-away lanyard. Bus drivers may request students to show their I.D. Card before allowing them to ride the bus. Teachers may request student identification cards to be turned over to them at any time on school grounds, in the building or any school-sponsored event. I.D. Cards will also be used to check out library books and textbooks. Failure to present one's I.D. when requested by a school official will result in a disciplinary action to the Dean's Office. **If a student should deface or damage I.D. Card, the card will be replaced at the student's expense.** There will be a \$5.00 replacement charge for lost I.D.'s and a \$1.00 charge for a lanyard. **Parents or guardian will be notified after the 2nd I.D. Card is issued to the student.**

STUDENT SUPPORT PERIOD (SSP)

Student Support Period (SSP) will be provided within the regular day for students to have access to interventions for academic, emotional or behavioral concerns. Students are assigned to a staff member for 48 minutes, Monday through Friday.

DANCE ADMISSION AND REGULATIONS:

1. Guests of students may attend dances if they are registered in the PPO Office prior to the event. Students are expected to present I.D. cards before being admitted to a social activity. District 227 reserves the right to refuse any guest request.
2. Grades: All Rich Township students must have a 2.0 grade point average. If a student does not have the required GPA, he/she will not be allowed to attend the activity.
3. School rules are in effect at all school-sponsored activities.
4. Students will only be admitted up to one hour after the announced starting time of any dance.
5. A dress code may be required for school dances.
6. Inappropriate dancing will not be allowed.
7. The "Goodnight Rule" is in effect at all dances, mixers and gym jams. Once a student leaves the building, the student may not return to the social activity.

PROM

1. Classification: A student must be classified as a Junior or Senior in PowerSchool.
2. Credit: All Rich Township students must have at least 12 credits.
3. Grades: All Rich Township students must have a 2.0 grade point average for the third quarter (this is not a cumulative GPA but for the third quarter only). If a student does not have the required GPA or credits, he/she will not be allowed to attend Prom.
4. Discipline: **Prom is a privilege, not a right.** Therefore, **any student who has received more than two (2) out-of-school suspensions, or more than four (4) in-school suspensions or four (4) or more assigned S.A.F.E. interventions from the start of school year until the date of the Prom; may not attend Prom.**

The administration reserves the right to approve any student attending the Prom based on Individual attendance and/or discipline issues.

TRANSPORTATION

The school district provides transportation for eligible students. To insure safety and assist transportation service, students must comply with transportation regulations. Infractions of those school rules may result in a suspension from school and/or transportation privileges for a period of time not to exceed one school term.

All students entitled to bus transportation will have a bus route number indicated on the front of their student I.D. card. This card should be carried at all times and presented each day to the bus driver.

Students must comply with the following bus regulations:

1. Riders must be seated immediately. It is often necessary to ride three to a seat for a short distance. No one should stand in the aisles while the bus is in

motion.

2. Smoking, profanity, bullying, hazing and harassing will not be permitted.
3. Students must be at their bus stop to board the bus at arrival and departure times. Buses will not wait.
4. If the I.D. card is lost, a duplicate will cost \$5.00 and may be obtained in the Cashier's Office. A temporary bus pass may be obtained in the Dean's Office or the Cashier's Office.
5. Courtesy is expected at all times. Students must be quiet when bus is crossing railroad tracks.

CAFETERIA

The cafeteria is to provide nutritious, high quality meals at very reasonable prices. All students will eat their meals in the cafeteria, whether they bring them from home or purchase them at school. Good manners and respect for others are expected if the meal period is to be enjoyed by all students. The following cafeteria rules must be observed:

1. Deposit paper products in the containers provided.
2. Place trays on the shelf of the containers provided.
3. **Restrict eating and drinking of beverages to cafeteria only.**

Students must follow reasonable requests of the cafeteria **staff and supervisors**. Violations of any of the above will result in the appropriate disciplinary action.

All students need to prepay for all meals and snacks into their meal account by check, money order, cash or using the online credit card system www.mylunchMoney.com. Students must maintain a positive balance on their lunch account. Deposits are to be made in the designated areas in the cafeteria by 8:00 a.m. for meal or snack use that day. **No credit will be allowed in the breakfast, lunch or snack lines.**

CORRIDOR PASSES

Students in any area of the building while a class period is in session must have their student planner with them. This pass must be properly completed and must be presented to any staff member upon inquiry. Use of hall passes during class sessions should be kept at an absolute minimum. A list of all student passes should be recorded in the back of the student planner.

VISITOR PASSES

Parents and other interested adults are invited to visit the school. Appointments should be made by all guests before visiting the school to ensure that the needs of the guest are met in a timely fashion. Guests must sign in for a visitor pass at the main entrance of the building.

CUSTODY OF STUDENTS

In cases where the parents are divorced or separated, the school can presume that both parents have access to the student. If one or the other parent has been denied this privilege, it is the obligation of the custodial parent to make this known in writing to the Associate Principal.

CURRICULUM INFORMATION

LITERACY SKILL OF THE MONTH

Rich Township District 227 will continue to focus on specific literacy skills for all students. A major emphasis has been placed on those skills required for student success on the ACT exam. The College Readiness Skills that are tested on the ACT, are infused in all core courses. All teachers will continue to receive professional development on effectively teaching these skills in each course. In an effort to expand our learning opportunities for students, we would like parents to partner with schools in this initiative. Please discuss these skills with your student and incorporate any opportunities outside of school to further your child's understanding of these skills, particularly in each respective month. The chart below references skills and month of focus.

September Predicting/Connecting	October Main Idea & Detail	November Summarizing
Preview text Create & Monitor predictions Make basic & Multilevel connections (Text to text , world, and self)	Restate main ideas Categorize similar words and details Notice transitions Combine summarizing techniques Analyze text Skim/ Scan	Identify plot and theme (fiction) Preview text Examine first and last sentences Use repeated words and synonyms Identify main ideas and details Recognize sequencing
December Vocabulary Strategies	January Questioning	February Inferring
Use word roots, prefixes and suffixes Define vocabulary in context	Ask, answer, and evaluate questions Adjust answers to questions Ask a variety of questions Use QAR and other applications to create and analyze questions	Make single/ varied types of inferences Make inference based on evidence from narrative text. Make inference based on evidence in expository text Recognize faulty inference

February Inferring, con't.	March Relationships	April Visual Imagery
Make single/ varied types of inferences Make inference based on evidence from narrative text. Make inference based on evidence in expository text Recognize faulty inference	Recognize organizational patterns, cause/effect and compare/ contrast Use transitional words to correctly illustrate relationships	Make single dimension, multi-sensory or conceptual images Organize/categorize multi-sensory or conceptual images Evaluate images

NOTICE REGARDING TEACHER QUALIFICATIONS

In compliance with the *No Child Left Behind Act*, all parents have the right to request information regarding the professional qualifications of their child's classroom teachers. If the school receives a request, the information provided will include, but not be limited to, the following:

1. The teacher's qualification status with the state for the grade levels and subject areas in which the teacher provides instruction.
2. The teacher's status as having received any waiver to the state's qualifications or licensing criteria in the form of an emergency or other provisional status through the state.
3. The teacher's baccalaureate degree major and any other graduate certification or degree held by the teacher and the field of discipline of this certification or degree.
4. Whether the student is being provided any services by a paraprofessional and, if so, their qualifications.

Upon receipt of a parental request for the professional qualifications of a student's classroom teacher(s), the school shall provide such information in a timely manner. Request for information should be addressed to the Principal.

MAKE-UP WORK

Make-up work is defined as work assigned during a student's absence. The allowance of make-up work is critical in fulfilling the expectations of a course. However, it is the responsibility of the student to contact the teacher(s) upon the student's return to school as to completion of make-up work. The following procedures are suggested as minimum guidelines to follow for the sake of consistency, expectations, and accountability.

1. A reasonable length of time for students to complete make-up work for full credit is 1 day for each day absence (maximum of 10 days) unless there are extenuating circumstances. The teacher will make a decision as to extenuating circumstances.
2. A reasonable length of time to complete course work in a lab, project, performance or demonstration is up to 5 class sessions based upon a mutually agreed upon time for the teacher to meet with the student. The teacher will make a decision as to extenuating circumstances.
3. Coursework is required to be made up at full credit for any absence, excused or unexcused, including absences resulting from suspension.

STUDENT-INITIATED CLASS WITHDRAWALS

A student may initiate a request for withdrawal from a course **during the first ten (10) day of the semester** without penalty or designation on the report card.

No withdrawals will be allowed outside the aforementioned dates unless extraordinary circumstances are warranted and approved by an administrator. Students who are failing beyond these dates will have a failing grade reflected on their transcript unless extraordinary circumstances are approved by administration.

REQUEST FOR COURSE LEVEL CHANGE

Students may initiate a request for course level change **no later than one week following the mailing of 1st quarter and 3rd quarter report cards.**

DUAL CREDIT POLICY

A student who successfully completes a course of three credit hours or more at a community college (or other accredited post-secondary school) may receive high school credit provided:

1. The course is not offered in Rich Township District High School District 227 curriculum; and
2. The course is approved in advance by the student's guidance counselor and the high school principal or designee.

Each college course of three credit hours or more shall equal a .5 high school credit. A maximum of 6 college courses (3 high school credits) may be counted toward the requirements for a student's high school graduation.

The student shall be responsible for all costs associated with taking the college course. In addition, the student must receive an A, B, or C grade from the college in order for the course to be accepted for high school credit. Grades will not be factored into a student's grade point average.

COURSES OUTSIDE OF DISTRICT 227

Students repeating a course at a college may receive credit and the course will be reflected on the student transcript as Pass or Fail. The student's guidance counselor must approve the course in advance.

Students taking enrichment courses at a college will not receive credit but the course may be reflected on the student transcript as Pass or Fail. The student's guidance counselor must approve the course in advance.

Correspondence Courses

In some situations, students may earn credit through correspondence courses. The primary reason for allowing enrollment in correspondence study for high school credit is to provide another avenue for the student who is experiencing difficulty in accumulating the necessary credits for graduation. Required courses failed may be taken through correspondence only if they cannot be scheduled at the home campus. Correspondence study shall not be used for the purpose of early graduation.

1. Credits will be accepted from only those correspondence schools with state accreditation.

2. Correspondence credit is not included in class rank.
3. All correspondence courses registration must be approved by the student's parents and counselor.
4. The cost of the correspondence course(s) is the responsibility of the individual student and parent.
5. Seniors enrolled in correspondence work for the purpose of completing graduation requirements must submit all coursework prior to May 1st if they wish to receive their diploma with the class at graduation ceremonies. To be completed, all coursework must be submitted and the final exam mailed for grading.
6. After completion of 6 semesters, students may earn credit through correspondence courses.
7. A limit of 3 credits from an external accredited institution will be allowed.
8. All correspondence courses will be reflected on the student's transcript as Pass or Fail.

REPEATING COURSES

The following procedures will be applicable to students repeating courses:

1. A student may repeat any course for which he/she received a grade of C or lower.
2. The highest grade earned for a particular course will be the only grade used in calculating the student's grade point average and class rank.
3. All courses and grades will remain on the transcript.
4. Credit will be granted only once except as noted: Music, Physical Education.

WEIGHTED GRADES

All grade point averages and class ranks will be calculated using a weighted system. See Course of Studies Booklet for more specific information.

METHOD OF GRANTING CREDIT

Subject matter grades shall serve as the sole basis for determining a student's grade point average, the academic honor roll, class rank, and credit for the class.

Subject matter grades will not be used for disciplinary purposes, but may be used to determine eligibility for student activities and placement.

GRADE REPORTS TO PARENTS

Reports are issued every nine weeks (four times a year). The letter grades A, B, C, D, and F is used to indicate a student's achievement. The Board of Education recognizes subject matter grades as direct representations of a student's academic achievement in his/her courses. As such, the subject matter grades, as recorded on the student's report cards and transcript, shall reflect the student's skills, knowledge, and general level of academic proficiency in those courses included in his/her program of study.

MID-QUARTER NOTICE TO PARENTS

Notices to parents indicating excellent performance or the possibility of failure in specific courses are sent home after the fifth week of each grading period. The exact dates of mailing are listed on the school calendar.

HONOR ROLL RECOGNITION

At the end of each quarter an honor roll will be generated based upon the following guidelines:

- a. Subject matter grades will be averaged in ALL courses.
- b. A student must be receiving letter grades in three or more classes.
- c. Students will be recognized as follows:

Gold	4.0 - 5.0 Average
Silver	3.5 - 3.9 Average
Bronze	3.0 - 3.49 Average

GRADUATION REQUIREMENTS AS APPROVED BY THE DISTRICT 227 BOARD OF EDUCATION

(Graduation requirements – 22 credits.)

English - 4 credits (4 years), including 1 credit in English 9, 1 credit in English 10, ½ credit in an elective course in composition and ½ credit in an elective course in literature, and English 12 (1 credit from approved English course)

Social Studies - 3 credits (3 years) in social studies including: 1 credit in Social Studies (½ credit – 1 semester of Civics or American Government), 1 credit in United States History and 1 credit in History of World Civilizations.

Mathematics - 3 credits (3 years - 1 credit in Algebra and 1 credit in Geometry)

Science - 2 credits (2 years)

Consumer Education –½ credit: Starting with the Class of 2020, the Consumer Education must be met by state requirement through one of the following: Business Concepts, Consumer Economics, Economics, Internship, AP Microeconomics, AP Macroeconomics, or state proficiency exam.

Physical Education - ½ credit per semester of on-campus attendance except for attendance in driver education classroom, health, or as identified in Policy 7.260.

Health - ½ credit.

Art, Music, Foreign Language or Career and Technical Education – 2 credits.

Driver Education - Meet state requirements for driver education.

The courses above are minimum high school graduation requirements. Students planning to continue their formal education should plan to take 4 years of Math, at least 2 years of a Foreign Language, 3 years of Social Studies, and at least 3 years of Science with 2 lab sciences.

STUDENT CLASSIFICATION

Freshman

Successful completion of 8th Grade

Sophomore

5 Credits

Including successful completion of:

- 1 Credit of English
- 1 Credit of Math
- 1 Credit of Science

Junior

10 Credits

Including successful completion of:

- 2 Credits of English
- 2 Credits of Math
- 2 Credits of Science
- 1 Credit of Social Studies

Senior

16 Credits

Including successful completion of:

- 3 Credits of English
- 3 Credits of Math
- 2 Credits of Science
- 2 Credits of Social Studies

ATTENDANCE AT GRADUATION CEREMONIES

- The graduation ceremony is a privilege, not a right. Therefore, any student, who has received any out-of-school suspensions or more, than two in-school suspensions from the start of 2nd semester until the date of the graduation ceremony: may not attend ceremony.
- For all seniors meeting the requirements; It is expected that they will participate in the graduation rehearsals and final ceremonies. Application of *in absentia* graduation must be made in writing to the building principal by May 1.

EARLY GRADUATION

Four years of high school attendance is important for all students. Early graduation may be available to students, who for some significant reason must conclude their high school attendance early. Arrangements must be made for the student and his or her parents/guardians to meet with the student's counselor concerning this early graduation decision. In addition, all requests for early graduation must be submitted in writing to the principal.

DEADLINE FOR APPLICATION

The deadline is November 15 for students wishing to terminate after the completion of their 6th or 7th semester. Diplomas will be issued in June. To be eligible for participation in commencement exercises, students must meet these deadlines.

DIPLOMAS

These proposed guidelines for issuing diplomas pertain to seniors completing graduation requirements through correspondence courses in the summer, and juniors, who during the summer after their third year request early graduation.

Guidelines

1. Students completing their graduation requirements through correspondence courses in the summer must have all work completed by August 1. A diploma will be issued.
2. Students completing all graduation requirements in seven semesters of high school attendance and electing not to return to school for the fourth year must notify the guidance office by August 1 to be eligible for a current diploma. Early graduation is subject to the approval of the administration.
3. Students in these two groups who do not meet the August 1 deadline will be given a letter stating that their graduation requirements have been completed and a diploma will be forthcoming with the next June graduating class.

TEXTBOOK RENTAL PLAN

A textbook rental plan covered by general fees provides all textbooks, supplementary reference books and workbooks, but does not include such items as pencils or paper. In accepting the rental plan, the students and their parents agree to take good care of all books and to pay the amount assessed in case books are marked, lost or show use beyond normal wear.

Each rental book is carefully labeled and numbered. A record is made of the pupils assigned each book so that the responsibility for loss or damage can be easily determined. A graduated adjustment is made for late registration and students who transfer.

Students should be sure to sign their names in ink in the space provided to insure against loss or theft.

INDEPENDENT STUDY

The following guidelines apply to Independent Study:

1. Any student seeking permission to enroll in an independent study program must have the approval of the applicable Instructional Leader and an individual teacher who has agreed to act as sponsor. The proper form must be utilized.
2. Students requesting Independent Study should have completed all courses available in the specific area of study.
3. At the time the student seeks permission to enroll, he/she should have developed a general proposal regarding his/her project of interest.
4. When the semester begins, the general proposal should be expanded to a contract between teacher and student detailing, to the best of the student's and teacher's ability at the time, the planned program of the student including performance objectives.
5. Any evaluation of the student's progress and/or final achievement must be based on objectives specified in the approved proposal.
6. The student must be scheduled into a class named Independent Study.

7. The student and teacher should have a minimum of one-half hour concentrated conference time per week.
8. A student may enroll in no more than one Independent Study class per semester.
9. Independent Study may be selected as an additional course with the approval of the Instructional Leader and the sponsoring teacher.
10. Independent Study will be evaluated on a pass/fail basis.

MINIMUM STUDENT COMPETENCY TESTS

The Board of Education requires that our school district administer Minimum Competency tests in October and in April. The tests will be administered for the purpose of identifying strengths and weaknesses in the areas of mathematics, reading, and paragraph and letter writing.

The Minimum Competency test requirements began with the Class of 1984 and will continue with each entering freshman class. Students who fail any individual test will be required to take the test over until they pass it or graduate. Students not passing the test(s) will be scheduled into specific classes or helped individually in an effort to master the competencies measured by the tests.

PASS/FAIL OPTION

Sophomore, junior, or senior students who elect to take five or six courses per semester shall be allowed to take only one of them on a pass/fail basis. Students who elect to take seven or more courses per semester may elect to take two courses on a pass/fail basis.

The pass/fail option is not available to freshmen unless they are enrolled in seven classes per semester; in which case, they may elect to take one class pass/fail. Students who elect to take seven or more courses per semester may elect to take two courses on a pass/fail basis.

Course selection is restricted to the following conditions:

1. The course must be outside the specified graduation requirements, except for physical education.
2. A student must file an application with the counselor no later than the third Friday of the semester. Once filed, he/she may not change his/her status in the course to receive a traditional grade.
3. A pass/fail student will receive an "S" grade for satisfactory work or a "U" grade for unsatisfactory work. In either case, the grades will not be used in computing grade average or have any effect upon class rank. Credit will be given toward accumulating units for an "S" grade. Letter grades A through D are considered passing.
4. A student will be considered a regular student in regard to all assignments and normal course expectation regarding absences and tardiness.

The parents' and student's signatures are necessary before the application is approved. Teachers and counselors should sign the form to indicate they are aware of the student's choice to take the course on a pass/fail basis.

MULTI-TIERED SYSTEM OF SUPPORTS (MTSS)

Multi-Tiered Systems of Supports (MTSS) is the practice of providing high-quality instruction and interventions matched to student need, monitoring progress frequently to make decisions about changes in instruction or goals and applying child response data to important educational decisions.

Multi-Tiered System of Supports Problem Solving Team

Each campus has implemented a multi-tier model of educational resource delivery. Each tier represents an increasing intensity of services matched to the level of current student need. Student intervention outcomes drive decision making at every tier of the model. A systematic data-based decision making (problem-solving) method is used to decide what interventions to try and determine whether the implemented strategies are working for students. Please contact the Associate Principal for specific information regarding campus implementation.

SPECIAL EDUCATION SCREENING PROCEDURE

Screening is defined as a procedure to determine the most appropriate way to provide help for those students exhibiting unusual and difficult problems in the classroom. Referrals for screening can be submitted by instructional staff, counselors, administrators, parents, students, other agencies, etc. It is at the screening step when a student is identified or not identified as needing special education services. The purpose of the screening is to identify how the student is functioning in the classroom to determine the most appropriate way to help the student and/or recommend further evaluation. The screening process can be initiated by completing the Campus Screening Request (PSC-1), which is available in the Guidance Office. This completed report should be given to the Associate Principal.

SPECIAL EDUCATION RECORDS

According to Federal law the school is required to keep special education records for five years after graduation. For copies of Special Education records, please contact the Special Education office at 708-679-5646, so that arrangements can be made to pick up these documents.

STUDENT ACTIVITIES

SCHEDULING ACTIVITIES: All activities to be scheduled must be cleared on the official school calendar in the main office. Activities after 3:30 p.m. must be cleared with the principal's secretary. Student groups holding after school activities must arrange for the attendance of faculty representatives at these meetings. It is expected that clubs and organizations sponsoring meetings, dances, etc. will restore the area to a neat and clean condition. This must be done immediately following the activity unless permission is obtained in advance from the principal. It is the policy of the district not to schedule recurring school events on a Sunday or designated holidays.

Note: The Assistant Principal of Athletics and Activities must clear any activity scheduled in the gymnasium on the school calendar.

CLASS MEETINGS: Besides the class meetings held during school hours, in the first week of school and before class elections in the spring, class officers call after school meetings to discuss such things as homecoming plans and class parties. Every student is invited to help carry out class projects.

DRAMA: Students have the opportunity to participate in acting and stage crews for various productions during the year. Performances for audiences of parents and students give experiences and appreciation in the dramatic arts.

MUSIC: Concert Choir, Cadet Choir, School Musicals, Jazz Band, Stage Band and many others are possible music activities that you may wish to consider as a co-curricular activity.

MATHLETES: Offers students the opportunity to compete with students from other schools on mathematics topics at the various grade levels. Five meets are held each year and awards are presented to the top participants in the conference meet.

NATIONAL HONOR SOCIETY: To qualify for National Honor Society, a student must demonstrate qualities of leadership, character, scholarship and service.

Greatest emphasis is placed on scholarship. Members are elected February of each year. A student must be a member of the Junior or Senior class and have a cumulative grade point average of 3.5 or above to qualify for consideration.

NEWSPAPER: students under the guidance of a faculty sponsor prepare a regular edition of the school newspaper. News and feature stories are written, edited, laid-out and published by a student staff.

OPERATION SNOWBALL I & II: This prevention program is held at Camp Manitouka in Frankfort. It is a retreat that includes activities such as large group presentations, mini-workshops, small group discussions, a dance and a talent show and many more exciting activities.

SCHOLASTIC BOWL: Inter-scholastic competition in academic categories pits teams of four against the clock in conference sectional and state competition.

SPEECH: Fourteen different individual performing areas - dramatic interpretation, humorous interpretation, original oration, oratorical declamation, original monologue, extemporaneous speaking, after-dinner speaking, verse reading, prose reading, radio speaking and duet acting - providing many opportunities for students to develop talents in the speaking arts.

STUDENT GOVERNMENT: Rich Township students have a unique opportunity to develop the type of school spirit, tradition, and student morale that will make everyone proud to be a Rich Township student for years to come. Through a truly representative student government, leaders will be given the responsibility to serve the needs and interests of all students. Stress will be placed on giving each student an opportunity for self-expression. Each student has a great responsibility for selecting industrious leaders, as the attitude and behavior of their leadership will be reflected in the total student body. More specific, the duties of student government can be summarized as follows:

Service: To service the needs and interests of all students.

Tradition: Spirit - Morale: To develop and improve school tradition and spirit which influences school morale.

Attitudes: To develop positive attitudes that will promote the general welfare of the school.

Responsibility: For the student activity program: Any student with a little initiative can become actively engaged in student government work.

STUDENT CLUBS

Procedures needed to start a new club/activity:

1. A petition of support must be signed by at least thirty students with a volunteer faculty sponsor willing to oversee the new club/activity.
2. Student Council approves the new club/activity or disapproves it.
3. If approved, the petition for the new club is returned to the volunteer faculty sponsor. The volunteer faculty sponsor must submit a proposal with the following information: constitution, meeting dates and times, projected budget (including estimated stipend for year two) and purpose for the club.
4. The proposal is now submitted to the building administrative team for approval.
5. If approved, the proposal for the new club/activity is submitted to the Executive Council for approval.
6. If approved, the proposal for the new club/activity is now submitted to the Board of Education for final approval.

During first year of the new club/activity, the sponsor does not receive a stipend for services rendered while sponsoring the club.

Activities Membership Regulations: There will be no exclusion to membership in school activities by reason of:

1. Gender (unless of obvious necessity).
2. Year in School (honorary activities and the like are the exception).
3. Other membership (school schedule is self-limiting).

ELIGIBILITY

In order to be eligible to participate in or attend any school-sponsored or school-supported athletic or extracurricular activity, a student must maintain a 2.0 grade point average. (Refer to Board policy 6.190)

IHSA rules now require students to be doing passing work in 25 credit hours of high school work per week (the previous requirement was 20 hours). A physical education class may be counted as one of the 5 courses used to earn 25 credit hours.

Formation of Clubs: Each club has one or more faculty member sponsors and is required to organize and submit a petition for club charter from the Student Government. In order to qualify for a charter, the activity must identify its aim and objectives and draw up a constitution.

BUSINESS PROFESSIONALS OF AMERICA: The purpose of Business Professionals of America is to provide as an integral part of the instructional program additional opportunities for secondary students (grades 9-12) in business and office education to develop career competencies and to promote civic and personal responsibilities.

CHESS CLUB: Offers students the opportunity to compete with students from other schools. Meets are held during the year culminating with a conference tourney and a state tourney.

CREATIVE WRITING: This Club is for any student interested or talented in creative writing, or the student who is interested in publications. You will publish (semi-annually) a magazine of creative student works, i.e., poems, essays, short stories, and epigrams.

DECA: Activities that are vocationally oriented and related specifically with the Inter-Related Cooperative Education program.

HUMAN RELATIONS CLUB (Fusion): This club will promote better relations among different cultures and provide social activities to enhance multi-cultural awareness.

KEY CLUB: Sponsored by the Tri-village Kiwanis Club. Key Club is a service organization open to all students. The club involves itself in many small projects that serve the school and community. Meetings are held regularly and trips are taken. Selected members attend Key Club, state and national conventions.

LANGUAGE CLUBS: Each language club encourages activities that provide students with exposure to the cultural aspects of the language they are studying by participating in: field trips, parties and regular meetings, and along with some special projects. The members of each club determine these activities.

STUDENT ATHLETICS

Fall Sports

Winter Sports

Spring Sports

Boys' Cross Country	Boys' Basketball	Baseball
Girls' Cross Country	Boys' Bowling	Boys' Volleyball
Football	Girls' Basketball	Girls' Soccer
Boys' Golf	Girls' Bowling	Softball
Boys' Soccer	Wrestling	Boys' Tennis
Girls' Tennis	Winter Cheerleading	Boys' Track
Girls' Volleyball	Poms	Girls' Track
Fall Cheerleading		
Poms		

ATHLETIC RULES OF CONDUCT

Tardiness to Practice: Consequences based on coach's discretion.

Unexcused Absence from Practice

Excused absences will include doctor's appointments and excused absences from school, e.g. does not include work, vacation, or babysitting.

1. Does not participate in one (1) competitive contest (exception football - one half).
2. Does not participate in two (2) competitive contests (exception football - one game).
3. Suspended from team pending parent-player conference.
4. Dismissed from team.

Unexcused Absence from Competition

1. Suspended from team pending parent-player conference; does not participate in two (2) competitive contests.
2. Dismissed from team.

Insubordination during Practice or Competition

1. Suspended from team pending parent-player conference; does not participate in one (1) competitive contest.
2. Dismissed from team.

Use of Drugs or Alcohol (in or out of school)

1. Required enrollment in District 227 substance abuse program; suspended from team pending parent-player conference; does not participate in two (2) competitive contests.
2. Dismissed from team.

Use of Performance-Enhancing or Supplement Drugs

A student, who is found using performance-enhancing drugs or supplements without prior submission of a doctor's written permission, along with parent or guardian permission to the Athletic Director, shall be restricted from participating in athletics.

1. They shall be subject to disciplinary procedures including, but not limited to, suspensions or expulsion in accordance with District 227 administration regulations.
2. The superintendent or designee shall ensure that Rich East, Central, or South High School, does not accept sponsorships or donations from supplement manufacturers that offer muscle-building supplements to students

Anti-Social Behavior (e.g. hazing, theft, disrespect, profanity)

1. Consequence based on severity of offense and coach's discretion.
2. Suspended from team pending parent-player conference.

In-School Suspension

1. Does not practice; does not participate in competitive contest on full In-School Suspension day.
2. Suspended from team pending parent-player conference.

Suspension

1. One week suspension from team and/or at the coach discretion.
2. Dismissed from team.

Arrest

1. Suspension from team.

PHYSICAL EDUCATION ELECTRONIC DEVICE PROCEDURES

All electronic devices including cell phones should be secured in school lockers, prior to being brought to the locker rooms. If a student chooses to bring an electronic device to the locker room, they will be solely responsible for their security. Rich Township High School District #227 will not be responsible for search, investigation or replacement of any electronic device under any circumstance as stated in the parent and student policy form.

ATTENDANCE PROCEDURES

The school reserves the right to require additional verification beyond parent/guardian approval for any student absence.

Attendance Office Telephone Numbers:

Rich Central	Rich East	Rich South
708-679-5818	708-679-6145	708-679-3170
708-679-5826	708-679-6144	708-679-3135

Students will be issued class admits to be used as follows:

Excused: For sickness or serious emergency

Explained: For dental appointments, religious holidays, family travel, etc.

Unexcused: For truancy or suspension and excessive absences.

P.E. Excuse: Physical Education Excuses must be obtained from the Nurse's office - **before** the first hour of the day.

Late Buses: Students are not to be penalized if their bus arrives late to school. They should immediately pick up a late bus pass from the attendance office. All students are to be in class within five minutes after their late bus arrives at school.

DISTRICT 227 ATTENDANCE GUIDELINES AND PROCEDURES 2016-2017 SCHOOL YEAR

RICH TOWNSHIP HIGH SCHOOL

The School Code of the State of Illinois requires the attendance of all students until the age of 17. It is the legal responsibility of parents and/or guardians to see that their children attend school regularly. Truancies of students under the age of 17 will be reported to the County Truant Officer, as required by the School Code. A student may not attend or participate in any school activity on a day that he /she has been absent from more than ½ of his/her classes.

Regular attendance and punctuality are good habits to acquire. They are characteristics of successful students and later, working individuals. Your future employers always inquire about your absence record.

There are other reasons for consistent attendance that are obvious. We need the help of both parents and students to ensure that the maximum benefits of the school program are realized.

Listed below are the **only** reasons that **excused** students will be granted for an absence:

1. Sickness
2. Death in the family
3. Medical appointments
4. Serious family emergency (does not include babysitting, oversleeping or admitting repairman)
5. College visitation (junior and senior students)
6. Religious holidays

Unexcused status is assigned for:

1. Truancy
2. Suspension from school
3. Any student who is absent 10 or more consecutive days, without parental contact, will be dropped from school for non-attendance. Parents wishing to re-enroll the student must present current proof of residence. Students who present evidence of illness from a physician will be excused from this requirement.

RELIGIOUS HOLIDAYS

Students will be granted explained absence status to participate in religious exercises under the following conditions:

1. If such an activity is held only during school hours (If religious services are provided outside school hours, students are expected to attend at those times.)
2. A note from the parents should be brought to the attendance clerk the day prior to such a religious holiday.

ENTERING AND LEAVING THE BUILDING DURING SCHOOL HOURS

Sign In Policy

1. Students should plan to arrive to school ten minutes before the start of school.
2. Students who arrive after the start of school must "sign-in unexcused" at the attendance office.
3. Students **MUST** stay on school grounds once they arrive.
4. Students who violate these procedures will be subject to disciplinary action.

Sign Out Policy

1. Students who have the need to leave the building shall obtain permission from their parents first and then from the Pupil Personnel Office. These students must "sign out" in the Attendance Office with a parent, guardian, or an authorized person with a valid state I.D.
2. Students who are ill will be sent home at the discretion of the school nurse.
3. Student **MUST** stay off school grounds once they leave.
4. Students who violate these procedures will be subject to disciplinary action.

Leaving School Prior to Last Day of School Year

Students who must leave school prior to the official closing of school are handled in the following manner:

1. If the family is moving from the district, teachers are permitted to assign make-up work in advance and students are given credit.
2. Students who are absent from school due to illness or serious family emergencies are permitted to make-up work without penalty after the school term ends.
3. All requests for early dismissal must be made in writing and submitted to the Principal or Associate Principal before credit is given for make-up work.

I. Excessive absences

After the 10th excused absence per semester, the student will be in jeopardy of being dropped from his/her academic program. After the 7th excused absence a parent conference will be held and the student will be placed on a probationary status. On the 11th excused absence, the student will be dropped from either a class/classes or school based on the circumstances. The school officials have the right to request medical documentation of absences.

- Parents/Guardians must call the attendance office by 3:00 p.m. on the day of the student's absence in order for the absence to be excused. Parents/Guardians may report student absences before 7:30 a.m. by calling the Attendance Office and leaving a voice mail. Only the parent or legal guardian may report a student's absence. Calls made by other individuals will not be accepted and the student will be considered truant.
- If the student is signing in/out for a doctor or dental appointment, they must present a doctor's note to the Attendance Office upon return to school. If this procedure is not followed, the student will be considered truant.
- A student may not attend or participate in any school activity on the day he/she is absent from class.
- **After the 5th unexcused absence to first hour class, the student will be dropped from the class. *Extenuating circumstances can be determined by a school administrator. Refer to Truancy Policy Intervention Steps.**

II. Truancy Policy

A. Definition: An unexcused absence also known as truancy is defined as a total absence from class without permission of a school official or parent/guardian.

B. Truancy Policy

- Step 1. Warning – Contact Parent (Auto-Dial) – Documentation occurs on Power School. Parents will receive a phone call at the end of the day for each period the student is truant during the school day. Those parents for whom we have an e-mail address will also receive an e-mail.
- Step 2. Student receives a referral to the Dean's Office from the Attendance Office and documentation on Power School. A parent contact is made and the Dean assigns appropriate consequences.
- Step 3. Student receives a referral from the Dean and documentation on Power School. The Dean involves the support of Counselor/Social Worker. A mandatory parent conference is held with Dean/Administrator and a contract is created.
- Step 4. Student receives a referral from the Dean's Office with a possible student drop from class by appropriate Dean/Administrator.

III. Tardy Policy

All passing periods are 5 minutes

A tardy to class is one in which the student arrives to class after the passing period. Repeated tardiness may result in being dropped from the class for the duration of the semester.

- Step 1. Warning -Contact Parent (auto dial and personal) – Documentation occurs on Power School. Parents will receive a phone call at the end of the day for each period the student is tardy during the school day. Those parents for whom we have an email address will also receive e-mail.
- Step 2. Contact Parent (auto dial). Documentation occurs on Power School.
- Step 3. Teacher contacts home (post card, email, or phone call) and documents on Power School Log. Student receives a referral to the Dean's Office from the Attendance Office and documentation on Power School. The Dean will involve support from Counselors and Social Worker. Dean assigns student an in-house suspension and sends jeopardy letter home.
- Step 4. Student receives a referral from the Dean and documentation on Power School. The Dean involves the support of counselor/social worker. Parent contacted per letter/phone call. Student will not be allowed to return to school without a mandatory reentry conference with the parent.
- Step 5. Student receives a referral from the Dean's Office and documentation on Power School. Administrator may authorize a drop from class.