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OUR CORE BELIEFS

WE BELIEVE STUDENT SUCCESS IS MORE LIKELY TO OCCUR ...

- When all stakeholders are treated with respect in a safe, caring learning environment.
- When the voices of our students, staff, parents, alumni, communities and school board are heard, considered and addressed.
- When the unique identity of our students is valued and celebrated.
- When our students are exposed to our rich cultural diversity.
- When the school district works in partnership with our communities.
- When positive, collaborative relationships are developed between our students and the adults who work with them.
- When social/emotional skills as well as academic skills are emphasized.
- When student work products reflect communication, critical thinking, collaboration, creativity and self-discovery.
- When students have the best educational experience for their individual postsecondary success.

OUR VISION

We envision a culturally relevant, innovative school district that provides a foundation of opportunities for our students to thrive.

OUR MISSION

The mission of Rich Township High School District 227 is to sustain a focus on students and on student success.

OUR GOALS

1. Develop a clear focus on students and the quality of experiences and supports provided to students.
2. Ensure that quality teaching and learning is supported in a climate and culture of trust and positive relationships.
3. Ensure structures are in place that result in increased student, staff and community commitment to and ownership of the direction of the district.
4. Provide development and support for professional staff transitioning from roles focused primarily on management to roles focused on leadership.
5. Develop a district-wide communication plan sensitive to the needs and interests of key audiences served and that makes clear what the school district is trying to accomplish.
RICH TOWNSHIP HIGH SCHOOL DISTRICT 227
BOARD OF EDUCATION

Mr. Randy Alexander ................................................................. President
Ms. Andrea D. Bonds ................................................................. Vice-President
Ms. Sharon Newman ................................................................. Secretary

MEMBERS

Ms. Mia Carter ................................................................. Ms. Janice Preston
Ms. Cheryl Coleman ................................................................. Dr. Delores Woods

DISTRICT ADMINISTRATION

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

Dr. Johnnie Thomas ................................................................. Superintendent
Dr. Alicia Evans .............. Assistant Superintendent of Business and Operations
Dr. Stephen Bournes .............. Assistant Superintendent of Educational Services
Dr. Kim Echols ................................................................. Assistant Superintendent of Human Resources
Mr. Ted Koutavas ................................................................. Director of Technology
Mr. Kevin Baffoe ................................................................. Director of Building and Grounds
Mr. Jeff Bonomo ................ Director of Curriculum Instruction and Data
Mr. Todd Whitaker ............ Director of Athletics, Activities and Transportation
Dr. Iyuna Harris ....................... Director of Student Support Services
Ms. Betsy Williams ................................................................. Supervisor of Food Service

COORDINATOR OF ACADEMIC AND SPECIAL PROGRAMS

Ms. Hope Stovall ................................................................. Coordinator of CTE
Ms. Samantha Peterson . Coordinator of Professional Development and Grants

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

This Student Planner is only a summary of the Board Policies governing the School District. The full language of the Board Policies are available to the public on the District's website and at the District office. This Student Planner may be amended during the year without notice.

NON-DISCRIMINATION DISCLOSURE

No student will be denied access to any program offered by the Rich Township High Schools on the basis of race, color, national origin, ancestry, ethnic background, sex, gender identity, sexual orientation, age, religious affiliation, pregnancy, marital status, immigration status, order of protection status, status of being homeless, military status or unfavorable discharge from military service or physical or mental 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

STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) and the Illinois School Student Records Act (ISSRA) specify rights related to educational records. They give 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) challenge/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.

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. Any challenge should be made in writing to the Building Principal or the records custodian, clearly identifying the part of the record they want to change and the reason for the change. A hearing may be requested and the District’s decision may be appealed. Please note the right to challenge school student records does not apply to: (1) academic grades of the student; (2) references to expulsions or out-of-school suspensions if the challenge is made at the time the student’s school records are being forwarded to another school to which the student is transferring; and (3) the name and contact information of the official records custodian. 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, 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. Students and parent(s)/guardian(s) may deny access to the student's names, address, and phone number to official military recruiting representatives by submitting a signed, written request to the high school before the end of the student’s sophomore year.

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 must contain a record of release of information contained in the temporary record; scores received on State assessments administered in the elementary grade levels (kindergarten through 8); a complete home language survey form; information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction; biometric information; information regarding an indicated report pursuant to the Abused and Neglected Child Reporting Act; health-related information; and accident reports. The temporary records may also include family background information; intelligence test scores, group and individual; aptitude test scores; reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews; elementary and secondary achievement level test results; participation in extracurricular activities (including any offices held in school-sponsored clubs or organizations); honors and awards received; other disciplinary information; special education records; records associated with plans developed under Section 504 of the Rehabilitation Act of 1973; and any verified reports or information from non-educational persons, agencies, or organizations of clear relevance to the education of the student.

A student's permanent record consists of the following: identifying information, including the student's and parent(s)/guardian(s)' names and addresses, and student's gender, and date and place of birth; academic transcript, including grades, graduation date, grade level achieved, and the unique student identifier assigned and used by the student information system; attendance records; health records (i.e., medical and dental documentation necessary for enrollment); and records 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. Please be aware that the District may charge up to 35 cents per page for copies of a student's 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. The parent(s) or guardian has the right to inspect and challenge the information in the student record prior to it being transferred to another school district.

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.

Parents or legal guardians have the right to file a complaint with the U.S. Department of Education concerning alleged failure by the District to comply with the requirement of FERPA. Such complaint may be sent to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., S.W.
Washington, D.C. 20202
NOTICE OF SERVICES FOR DEAF, HARD OF HEARING, OR VISUALLY IMPAIRED STUDENTS

The parent/guardian of any child who is deaf, hard of hearing, or visually impaired will be provided with written notice of the existence and services of the Illinois School for the Deaf or similar local schools, including information on school services, admission criteria and contact information.

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 the parent(s) or guardian of public school children present proof that the student has received 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.

No child will be permitted to attend school if the District does not receive proof of immunizations by October 15th of the current school year. If a medical reason prevents the student from receiving a required immunization by October 15th, the student must present, by October 15th, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the student’s physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations. Students new to the District who register after October 15th of the current school year have 30 days following registration to comply with health examination and immunization requirements and provide proof to the District. Students transferring to the District from out-of-state or from another country must present the required proof of having had a health examination and immunizations by October 15th. Out-of-state transfer students who do not provide proof by October 15th may attend school if the student provides proof of an appointment for the required vaccinations. If proof is not provided within 30 days after the student is permitted to attend classes, the student will not be permitted to attend school until the District receives proof of compliance.

Any student enrolling for the first time in Illinois must provide evidence of an eye exam by October 15th of this school year and the exam must have been done within one year prior to the first day of school. This requirement may be waived for students who show an undue burden or lack of access to an optometrist or to a physician who performs eye examinations. The Illinois Department of Public Health waiver form is available at the District or school office. The waiver form must be submitted by October 15th of this school year.

Prior to conducting any vision screenings, the District will provide written notice to parents/guardians. The vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Parents/guardians will also be given the opportunity to opt out of the vision screening if an optometrist or ophthalmologist has completed and assigned a report form indicating that an examination has been administered within the previous 12 months.

ADMINISTRATION OF MEDICATIONS

The following guidelines must be adhered to regarding all medications:

1. All prescription and non-prescription medication (unless there is a physician’s order for self carry) must be stored in the Health Office and taken under the supervision of the school nurse or designee.
2. Written authorization from a licensed physician.
3. 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).
4. 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.
5. Students are prohibited from sharing or distributing medications.

The District, school, and its employees and agents are exempt from liability or professional discipline, except for willful and wanton conduct, as a result of any injury arising from the administration of asthma medication, an epi-pen (whether or not undesignated), or an opioid antagonist.
NOTE: PARENTS/GUARDIANS SHOULD SIGN AND RETURN AN ACKNOWLEDGEMENT TO THE DISTRICT THAT THEY INDEMNIFY AND HOLD HARMLESS THE DISTRICT, SCHOOL, AND ITS EMPLOYEES AND AGENTS AGAINST ANY CLAIMS, EXCEPT FOR CLAIMS BASED ON WILLFUL AND WANTON CONDUCT ARISING OUT OF THE ADMINISTRATION OF ASTHMA MEDICATION, EPI-PEN, OR OPIOID ANTAGONIST.

Authorization of Medication forms are available by contacting the School Nurse or can be downloaded on the District website:  www.rich227.org/Downloads/Medication_Authorization_Form.pdf

NOTICE OF CPR AND AED VIDEOS
Students and parents are encouraged to view the video on hands-only cardiopulmonary resuscitation (CPR) and automated external defibrillators (AED), which are available on the Illinois High School Association’s website and the Illinois State Board of Education’s website at http://www.isbe.state.il.us/school_health.htm.

SUICIDE AWARENESS AND PREVENTION POLICY
Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school’s ability to educate. Suicide and depression awareness and prevention are important Board goals and the District’s Suicide and Depression Awareness and Prevention Program is outlined in Board Policy 7:290.

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 videotaped 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.

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 may be subject to the residency challenge process.

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 elect 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. The family is responsible for their own transportation.
   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.

3. Senior students who have enrolled in District 227 by the first day of the school year and move after that date may complete their final year in District 227. The District has no duty to provide transportation.

REGISTRATION FEES

The General Student Fees for the 2019-2020 school year is: $205.00

Driver Education (Behind the Wheel): $112.00

Gym Suits: $14.00 – Required for all freshmen and new students. Replacements available for returning students.

Yearbook (optional): $40.00

Underclass Photo Package: To Be Decided by Each Campus

PTSO Membership: (optional) $10.00

District Policy requires that the General Student Fee MUST BE PAID FIRST, before any optional fees such as Yearbook or PTSO membership fee. A fee waiver is available for students who are eligible. The fee waiver application form is available at the District office and each school’s office.

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. Student Code of Conduct applies on the bus stop and on the bus ride to and from school.

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: $14.00 ($7.00 Shirt, $7.00 Shorts)
BIRTH CERTIFICATE
Upon initial enrollment in the District, parents/guardians must provide the District with a certified copy of the child’s birth certificate as proof of age and identity.

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.

MEDIA CENTER
Media Center hours are from 7:30 a.m. – 4:00 p.m. Monday through 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.

LAWN CARE PRODUCTS, APPLICATION AND NOTIFICATION
Our schools maintain a registry of parent/guardians of students who have requested to receive written notification prior to application of pesticides and herbicides to school grounds. We respect the concern that some children who suffer from allergies may be impacted by weed control products. However, we also recognize that many children suffer when weeds are left to grow and multiply. The time of applications will occur during weekends, providing a sufficient dissipation period. The notification shall be given at least 4 business days before applying pesticides or having pesticide applied to school grounds and should identify the intended date of the application of the pesticide and the name and telephone contact number for the school personnel responsible for the pesticide application program. If you would like to be notified before the application of pesticides/herbicides to school grounds, please contact the District Office.

SEX OFFENDER NOTIFICATION
Information regarding sex offenders is available to the public pursuant to the Sex Offender Community Notification Law.
STUDENT RIGHTS, RESPONSIBILITIES
AND REGULATIONS

Students 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 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 Opt Out 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.

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.

SURVEYS

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District’s educational objectives as identified in Board of Education policy 6:10, Educational Philosophy and Objectives, or assist students’ career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

A. Surveys Created by a Third Party

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student’s parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

This section applies to every survey: (1) that is created by a person or entity other than a District official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

B. Survey Requesting Personal Information

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following items:

- Political affiliations or beliefs of the student or the student’s parent/guardian.
- Mental or psychological problems of the student or the student’s family.
- Behavior or attitudes about sex.
- Illegal, anti-social, self-incriminating, or demeaning behavior.
• Critical appraisals of other individuals with whom students have close family relationships
• Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
• Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
• Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent(s)/guardian(s) may:
1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child or ward to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

INSTRUCTIONAL MATERIAL
A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child/ward’s educational curriculum within a reasonable time of their request.

The term “instructional material” means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

PHYSICAL EXAMS OR SCREENINGS
No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term “invasive physical examination” means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.

The above paragraph does not apply to any physical examination or screening that:
A. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
B. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.)
C. Is otherwise authorized by Board policy.

SELLING OR MARKETING STUDENTS’ PERSONAL INFORMATION IS PROHIBITED
No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term “personal information” means individually identifiable information including: (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent(s)/guardian(s) have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

• College or other postsecondary education recruitment, or military recruitment.
• Book clubs, magazines, and programs providing access to low-cost literary products.
• Curriculum and instructional materials used by elementary schools and secondary schools.
• Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
• The sale by students of products or services to raise funds for school-related or education-related activities.
• Student recognition programs.
• Under no circumstances may a school official or staff member provide a student's “personal information” to a business organization or financial institution that issues credit or debit cards.
NOTIFICATION OR RIGHTS AND PROCEDURES
The Superintendent or designee shall notify students’ parents/guardians of:

- This policy as well as its availability upon request from the general administration office.
- How to opt their child or ward out of participation in activities as provided in this policy.
- The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.
- How to request access to any survey or other material described in this policy.
- This notification shall be given to parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

The rights provided to parents/guardians in this policy transfer to the student when the student turns 18 years old, or is an emancipated minor.

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
A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the Board of Education, its employees, or agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

- Title II of the Americans with Disabilities Act
- Title IX of the Education Amendments of 1972
- Section 504 of the Rehabilitation Act of 1973
- Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
- Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
- Bullying, 105 ILCS 5/27-23.7
- Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
- Curriculum, instructional materials, and/or programs
- Victims’ Economic Security and Safety Act, 820 ILCS 180
- Illinois Equal Pay Act of 2003, 820 ILCS 112
- Provision of services to homeless students
- Illinois Whistleblower Act, 740 ILCS 174/
- Employee Credit Privacy Act, 820 ILCS 70/

The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this procedure, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this procedure may forego any informal suggestions and/or attempts to resolve it and may proceed directly to the grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused’s parents/guardians); this includes mediation.
A. Right to Pursue Other Remedies Not Impaired

The right of a person to prompt an equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies, e.g., criminal complaints, civil actions, etc. 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. If a person is pursuing another remedy subject to a complaint under this policy, the District will continue with a simultaneous investigation under this policy.

B. Deadlines

All deadlines under this procedure may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, school business days means days on which the District's main office is open.

C. 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 any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student’s parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For bullying and cyber-bullying, the Complaint Manager shall process and review the complaint according to Board policy 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment, in addition to any response required by this policy.

D. Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure both parties have an equal opportunity to present evidence during an investigation. If the Complainant is a student under 18 years of age, the 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: (1) as required by law, this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this procedure about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The 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 Board, which will make a decision in accordance with the following section of this policy. The Superintendent will keep the Board informed of all complaints.

E. Decision and Appeal

Within 5 school business days after receiving the Complaint Manager’s report, the Superintendent shall mail his or her written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager. All decisions shall be based upon the preponderance of evidence standard.

Within 10 school business days after receiving the Superintendent’s decision, the Complainant or the accused may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board. Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent’s decision or direct the Superintendent to gather additional information. Within 5 school business days of the Board’s decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

This grievance procedure shall not be construed to create an independent right to a hearing before the Superintendent or Board. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.
F. Appointing Nondiscrimination Coordinator and Complaint Managers

The Superintendent shall appoint a Nondiscrimination Coordinator to manage the District's efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as the District's Title IX Coordinator.

The Superintendent shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Superintendent will appoint 2 Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

Nondiscrimination Coordinator:
Dr. Kim Echols
Assistant Superintendent of Human Resources
20550 Cicero Avenue
Matteson, IL 60443
kechols@rich227.org
708.679.5741

Complaint Managers:

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PREVENTION OF AND RESPONSE TO BULLYING INTIMIDATION, AND HARASSMENT

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

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

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the School District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This paragraph (item #4), applies only when a school administrator or teacher receives a report that bullying through this means has occurred, it does not require staff members to monitor any nonschool-related activity, function, or program.

Bullying includes cyberbullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear of harm to the student’s person or property.
2. Causing a substantially detrimental effect on the student’s physical or mental health.
3. Substantially interfering with the student’s academic performance.

4. Substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

A. Cyberbullying

Cyberbullying means bullying through the use of technology or any electronic communication, including, without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

B. Restorative Measures

Restorative Measures means a continuum of school-based alternatives to the exclusionary discipline, such as suspensions and expulsions, that:

1. Are adapted to the particular needs of the school and community,

2. Contribute to maintaining school safety,

3. Protect the integrity of a positive and productive learning climate,

4. Teach students the personal and interpersonal skills they will need to be successful in school and society,

5. Serve to build and restore relationships among students, families, schools, and communities, and

6. Reduce the likelihood of future disruption by balancing accountability with an understanding of students; behavioral health needs in order to keep students in school.

C. School Personnel

School Personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, certified staff, and classified staff.

D. Bullying Prevention and Response Plan

The Superintendent of designee shall develop and maintain a bullying prevention and response plan that advances the District’s goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of bullying as provided in this policy.

2. Bullying is contrary to State Law and the policy of this District. However, nothing in the District’s bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.

3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Associate Building Principal, Coordinator of Climate, Culture, and Community Relations, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted.
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4. Consistent with federal and State laws and rules governing students privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
   a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying incident.
   b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.
   c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.
   d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.

7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student’s act of reprisal or retaliation will be met with disciplinary consequences and appropriate remedial actions consistent with this and other Board policies.

8. A student will not be punished for reporting bullying or supplying information, even if the District’s investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be met with disciplinary consequences and appropriate remedial actions consistent with this and other Board Policies.

9. The District’s bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.

10. The Superintendent or designee shall post this policy on the District’s website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy shall be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and also shall be provided periodically throughout the school year to students and faculty.
11. The District shall review and re-evaluate this Policy and make any necessary and appropriate revisions every two years, and file its updated Policy with the Illinois State Board of Education. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy’s outcomes and effectiveness. This process shall include, without limitation:
   a. The frequency of victimization;
   b. Student, staff, and family observations of safety at a school;
   c. Identification of areas of a school where bullying occurs;
   d. The types of bullying utilized; and
   e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District’s website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. This Policy and the District’s bullying prevention plan must be consistent with other Board policies.

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. The term “sexual violence” includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

A. Sex Equity
No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using Board policy 2:260, Uniform Grievance Procedure. A student may appeal the Board’s resolution of the complaint to the appropriate Intermediate Service Center (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).
B. Equal Access – Homeless Students

Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education, as provided to other children and youths. Homeless students shall not be separated or stigmatized.

C. Equal Access – Boy Scouts/Girl Scouts

Upon request, any Boy Scout or Girl Scout group or any other designated group under federal law shall be given equal access to school facilities and shall not be denied access, opportunity, benefits or services, or be discriminated against for reasons including the membership or leadership criteria or oath of allegiance to God and country of the Boy Scouts or other designated youth group, except that the District will remain viewpoint neutral when granting access to school facilities under Board Policy 8:20, Community Use of School Facilities.

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:
Dr. Kim Echols
Assistant Superintendent of Human Resources
20550 Cicero Avenue
Matteson, IL 60443
kechols@rich227.org
708.679.5741

Complaint Managers:

<table>
<thead>
<tr>
<th>Dr. Kim Echols</th>
<th>Dr. Stephen Bournes</th>
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<tbody>
<tr>
<td>Assistant Superintendent of Human Resources</td>
<td>Asst. Superintendent of Educational Services</td>
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<tr>
<td>20550 Cicero Avenue</td>
<td>20550 Cicero Avenue</td>
</tr>
<tr>
<td>Matteson, IL 60443</td>
<td>Matteson, IL 60443</td>
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<tr>
<td>Email: <a href="mailto:kechols@rich227.org">kechols@rich227.org</a></td>
<td>Email: <a href="mailto:sbournes@rich227.org">sbournes@rich227.org</a></td>
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<td>708.679.5741</td>
<td>708.679.5872</td>
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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.
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. The goals and objectives of these policies are to provide effective disciplinary practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others; (4) address the causes of a student’s misbehavior and provide opportunities for all individuals in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

WHEN AND WHERE CONDUCT RULES APPLY

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student’s conduct is reasonable related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to the school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonable be considered to:
   a. Be a threat or an attempted intimidation of a staff member; or
   b. Endanger the health or safety of students, staff, or school property

PROHIBITED STUDENT CONDUCT

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco or nicotine materials, including without limitation, electronic cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
   a. Any illegal drug or controlled substance, or cannabis (including medical cannabis, marijuana, and hashish).
   b. Any anabolic steroid unless it is being administered in accordance with a physician’s or licensed practitioner’s prescription.
   c. Any performance enhancing substance on the Illinois High School Association’s most current banned substance list unless administered in accordance with a physician’s or licensed practitioner’s prescription.
   d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician’s or licensed practitioner’s instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
   e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance:
      i. That a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or
      ii. About which the student engaged in behavior that would lead a reasonable person to believe that the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain of nervous system. The prohibition in this section does not apply to a student’s use of asthma or other legally prescribed inhalant medications.
f. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological change in the body, including without limitation, pure caffeine in tablet or powdered form.

g. Look-alike or counterfeit drugs, including a substance that is not prohibited by this policy, but one:
   i. That a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or
   ii. About which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.

h. Drug paraphernalia, including devices that are or can be used to:
   i. Ingest, inhale, or inject cannabis or controlled substances into the body; and
   ii. Grow, process, store, or conceal cannabis or controlled substances.

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

4. Using, possessing, controlling, or transferring a “weapon” as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.

5. Using or possessing an electronic paging device.

6. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered-off and out-of-sight during the regular school day unless:
   a. The supervising teacher grants permission;
   b. Use of the device is provided in a student’s individualized education program (IEP);
   c. It is used during the student’s lunch period; or
   d. It is needed in an emergency that threatens the safety of students, staff, or other individuals.

7. Using possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.

8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member’s request to stop, present school identification, or submit to a search.

9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards, and wrongfully obtaining test copies or scores.

10. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying (as described in Board policy 7:180: Prevention of and Response to Bullying, Intimidation, and Harassment), bullying using a school computer or a school computer network, or other comparable conduct.

11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault. This does not include the non-disruptive:
   a. Expression of gender or sexual orientation or preference, or
   b. Display of affection during non-instructional time.

12. Teen dating violence, as described in Board Policy 7:185, Teen Dating Violence Prohibited.
13. Causing or attempting to cause, damage to, or stealing or attempting to steal another person’s personal property.

14. Entering school property or a school facility without proper authorization.

15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (such as calling 911); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus, or at any school activity.

16. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.

17. Being involved with any public school fraternity, sorority, or secret society by:
   a. Being a member;
   b. Promising to join;
   c. Pledging to become a member; or
   d. Soliciting any person to join, promise to join, or be pledge to become a member.

18. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.

19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.

20. Making an explicit threat on an internet website against a school employee, a student, or any school-related personnel if the internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

21. Operating an unmanned aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.

22. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to:
   a. Be a threat or an attempted intimidation of a staff member; or
   b. Endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is:

   a. On the student’s person;
   b. Contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile;
   c. In a school’s student locker, desk, or other property; or
   d. At any location on school property or at a school-sponsored event.

Efforts, including the use of positive interventions and supports, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produced physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior.

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

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following:

1. Notifying parent(s)/guardian(s).
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen, or damaged property.
6. In-school suspension. The Building Principal or designee shall ensure that the student is properly supervised.
7. After-school study or Saturday study as provided the student’s parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure may be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
8. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure, giving the student and/or parent/guardian the choice.
9. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
10. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.
11. Out-of-school suspension from school and all school activities in accordance with Board policy 7:200, Suspension Procedures. A student who has been suspended may also be restricted from being on school grounds and at school activities.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years in accordance with Board policy 7:210, Expulsion Procedures. A student who has been expelled also shall be restricted from being on school grounds and at school activities.
13. Transfer to an alternative program if upon written agreement with the student’s parent(s)/guardian(s) or following a Board of Education hearing.
14. Notifying juveniles authorities or other law enforcement whenever the conduct involved criminal activity, including but not limited to, illegal drugs (controlled substances), “look-alikes,” alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that may not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension of expulsion.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed.

DISCIPLINARY PROCEDURES AND ALTERNATIVE MEASURES

A. Loss of Privilege

Loss of Privilege is a disciplinary intervention that may be used as either an alternative to discipline consequences such as in-school/out of school suspension or in conjunction with an out of school
suspension. Loss of Privileges is the exclusion from participation in or attendance at school activities during or outside school hours, including but not limited to: athletic contests, assemblies, musical/dramatic performances, and school club events, ceremonial events such as homecoming, prom and commencement. The superintendent, principal, assistant/associate principals, and deans of students are authorized to place students on social probation for misconduct for an appropriate period of time of up to 180 school days. When a student privileges are revoked, the student’s parent/guardian shall be advised of the reasons for the action and the length of the probation. Students can participate in academic functions during the normal school day and may attend tutoring after school.

B. Service Learning
Service Learning is an activity that is performed by a student in lieu of other disciplinary consequences. Students and school representatives work with local public and nonprofit agencies that enhance community efforts to meet human, educational environment or public safety needs. (See Restorative Justice)

C. Restorative Justice
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:

1. **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.

2. **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.

3. **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.

D. Screening
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 contacting student’s guidance counselor. This completed report should be given to the Associate Principal.

E. Multi-Tiers System of Supports (MTSS)
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:

1. **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.
2. **Tier 2**, supplemental interventions 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.

3. **Tier 3**, intervention is provided at a higher level of intensity in comparison to Tier 2 and are also provided in addition to core instruction. Tier 3 interventions provide 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.

F. **Misconduct by Students with Disabilities**

**Discipline of Special Education Students and Students with Section 504 Plans:** The District shall comply with the *Individuals with Disabilities Education Act*, Section 504 of the *Rehabilitation Act of 1973*, and the Illinois State Board of Education’s regulations when disciplining students with disabilities. No students with a disability shall be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability.

G. **Guided Learning Center**

Guided Learning Center (GLC), formerly referred to as in-school suspension (ISS), may be assigned by a school administrator or dean for violations which merit temporary exclusion from regular classes. The student is responsible for contacting his teacher THE DAY BEFORE and obtaining class work from each teacher to complete while in GLC. All class work completed in GLC must be submitted on the day the student returns to regular classes will be accepted for credit. Also, students are responsible for completing assignments provided by the dean, restorative dean, or school administrator in the GLC. Students absent from school on the day they are assigned to GLC will be required to serve on the day they return to school. If a student is not prepared for GLC, reports late, or is removed for disruptive behavior, the student may be subject to further disciplinary action. Students are allowed to bring a bag lunch or lunch will be provided for them at their expense. NO ONE will be allowed to bring students food in GLC. Students will not be allowed to leave during passing periods. Hall passes will NOT be issued.

H. **Saturday Detention**

Saturday Detention: Saturday detentions are assigned due to the violation of school rules and run from 8 a.m. – 12 p.m. Students will report to their assigned Saturday detention on the designated day, with study materials and will be expected to work quietly for the entire period of time. Students will be responsible for their own transportation to and from detention, and must leave the building immediately following the detention. Failure to report to Saturday detention or failure to follow the supervisor’s directives may result in more severe consequences. Saturday detention may be rescheduled, at the discretion of the designated dean.

I. **Detention**

Students may be assigned detention either before or after school. The sole activity permitted during detention is silent study or completing class work; the student will be provided with a bus pass if needed. An after-school detention is a one or two hour penalty beyond the regular school day during which the student is required to be present at a designated location within the school. A detention scheduled prior to the start of the school day is maybe one hour in length which the student is required to be present at a designated location within the school. Detentions may be assigned by a school administrator or dean for minor infractions of school rules. A 24-hour notice of any assigned detention should be given to each student so that parents can be notified by the student of the detention. After school employment will not be accepted as an excuse. Students who fail to serve assigned detentions will be assigned more severe consequences for rule violations.

J. **Suspension Procedures**

The Superintendent or designee shall implement out-of-school suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the infractions will be explained and the student will be given an opportunity to respond to the infractions before he or she may be suspended.

2. A pre-suspension conference is not required, and the student can be immediately suspended when the student’s presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student’s parent(s)/guardian(s).

4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
   a. Provide notice to the parent(s)/guardian(s) of their child’s right to a review of the suspension;
   b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
   c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
   d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
   e. Depending upon the length of the out-of-school suspension, include the following applicable information:
      i. For a suspension of 3 school days or less, an explanation that the student’s continuing presence in school would either pose:
         a) A threat to school safety, or
         b) A disruption to other students’ learning opportunities.
      ii. For a suspension of 4 or more school days, an explanation:
         a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
         b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
         c) That the student’s continuing presence in school would either:
            i) Pose a threat to the safety of other students, staff, or members of the school community, or
            ii) Substantially disrupt, impede, or interfere with the operation of the school.
      iii) For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.

5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.

6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student’s parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer’s report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board’s written suspension decision shall specifically detail items (a) and (e) in number 4, above.
RE-ENGAGEMENT OF RETURNING STUDENTS

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

K. Expulsion Procedures

The Superintendent or designee shall implement expulsion procedures that provide, at a minimum, for the following:

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
   a. Include the time, date, and place for the hearing.
   b. Briefly describe what will happen during the hearing.
   c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
   d. List the student's prior suspension(s).
   e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case-by-case basis.
   f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.

2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.

3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or substantial disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

4. In determining the length of the student's expulsion, the Board also shall consider:
   a. The egregiousness of the student's conduct;
   b. The history of the student's past conduct;
   c. The likelihood that such conduct will affect the delivery of education for other students;
   d. The severity of the punishment; and
   e. The student's best interests.

5. If the Board acts to expel the student, its written expulsion decision shall:
   a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
   b. Provide a rationale for the specific duration of the recommended expulsion, as well as the rationale for any suspension that preceded the expulsion.
   c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
d. Document how the student’s continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.

e. Document whether available and appropriate support services were offered or provided during the suspension and, if they were not offered or provided, document that none were available.

6. Upon expulsion, the District may refer the student to appropriate and available support services

**RE-ENGAGEMENT OF RETURNING STUDENTS**

The Superintendent or designee shall maintain a process to facilitate the re-engagement of students who are returning from an out-of-school suspension, expulsion, or an alternative school setting. The goal of re-engagement shall be to support the student's ability to be successful in school following a period of exclusionary discipline and shall include the opportunity for students who have been suspended to complete or make up work for equivalent academic credit.

**DISRUPTION TO THE EDUCATIONAL PROCESS**

It is necessary that a safe and orderly learning environment be maintained in a school. Students are expected to conduct themselves in accordance with federal, State, and local laws and rules; in accordance with District and school policies and regulations; and in a way that respects the safety of others. No student has the right to disrupt the learning process of another student. Students are expected to obey the reasonable directions of school employees. Refusal to comply with any reasonable directive will be considered insubordination and disciplinary action will be taken. The school will strive to effectively and personally communicate with parents. Students are prohibited from committing acts of gross disobedience and misconduct. Gross disobedience and misconduct is any conduct or behavior including social media, 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.

Each disciplinary issue will be considered on an individual, case-by-case basis.

The District will make referrals to local law enforcement once gross disobedience and misconduct rises to a level which necessitates such involvement.

Corporal punishment is prohibited. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Examples of gross disobedience and misconduct include, but are not limited to, to the following:

- Absenteeism and truancy
- Dress code violations
- Violating the prohibition of electronic paging devices and prohibition or rules regarding use of cellular phones
- Using, possessing, distributing, purchasing, or selling controlled substances or look likes; including legal, illegal or over the counter medication and prescription medication not otherwise prescribed.
- Using, possessing, distributing, purchasing, or selling tobacco and alternative nicotine products including those used for vaping.
- Using, possessing, distributing, purchasing, or selling anabolic steroids
- Using, possessing, distributing, purchasing, or selling drug, tobacco, vaping paraphernalia
- Using, possessing, controlling or transferring firearms and other weapons
- Gangs and gang-related activity
- Hazing
- Reckless horseplay
- Extortion
• Aggressive behavior, fighting, bullying, and cyber-bullying
• Violating the co-curricular and athletic codes of conduct, including drug, alcohol, and performance-enhancing drug testing
• Using, possessing, distributing, purchasing, or selling performance-enhancing substances
• School bus conduct
• All other conduct prohibited by Board Policy
• Threats against a school employee, a student, or any school-related personnel via a website that was accessible within the school at the time the threat was made and the threat could reasonably be interpreted as threatening the safety or security of a person due to the person's status as a district employee or student

Disciplinary measures may include:
• Disciplinary conference
• Withholding of privileges
• Seizure of contraband
• Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds
• Suspension of bus riding privileges, provided that appropriate procedures are followed
• Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds
• Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons
• Notifying parents/guardians
• Temporary removal from the classroom
• In-school-suspension. The Building Principal or designee shall ensure that the student is properly supervised
• After-school study or Saturday study provided the student’s parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee
• Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice
• A student may be immediately transferred to an alternative program if the student is expelled or otherwise qualifies for the transfer under State law

The full Student Discipline Policy may be found on the District’s website.

REQUIRED NOTICES
A school or staff member shall immediately notify the office of the Building Principal or designee in the event that he or she:

1. Observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision,
2. Observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or
3. Observes a battery committed against any staff member.

Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. “School grounds” include modes of transportation to school or school activities and any public way within 1,000 feet of the school, as well as school property itself.
DELEGATION OF AUTHORITY

Each teacher, and any other school personnel when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated (licensed) educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense of property.

The Superintendent, Building Principal, Associate Building Principal, Coordinator of Climate, Culture, and Community Relations, or Dean of Students is authorized to impose the same disciplinary measures as teachers. In addition, provided the appropriate procedures are followed, the Superintendent, Building Principal, Associate Building Principal, Coordinator of Climate, Culture, and Community Relations, or Dean of Students may issue in-school suspensions; may issue out-school suspensions to students guilty of gross disobedience or misconduct (including attendance at all school functions) for up to 10 consecutive school days; and may suspend students from riding the school bus for up to 10 consecutive school days. The Board may suspend a student from riding the bus in excess of 10 school days for safety reasons.

A. Harassment/Hazing of Students Prohibited

1. 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.

2. 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)

3. This policy prohibits:
   a. 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
   b. 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)

4. Whenever students are involved in such behaviors, the following may result:
   a. Conference with Dean, behavior contract; and/or
   b. One or more assigned 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.
B. 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. Self-defense is described as an action taken to block an attack by another person or to shield yourself from being hit by another person. Retaliating by hitting a person back is not self-defense and will be considered as fighting. Self-defense may be determined after evaluating the situation. If a student is involved in a fight it may result in the following:

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

For repeated offenses, the following may result:

- Up to a ten-day out-of-school suspension; and/or
- Recommendation for expulsion, if circumstances warrant; and/or
- Referral to the police

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

- Up to a ten-day out-of-school suspension; and/or
- Recommendation for expulsion, if circumstances warrant; and/or
- Referral to police

C. 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. 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:

- Parent Conference with Dean and School Administration; and/or
- Behavior contract; and/or
- One or more assigned interventions; and/or
- Up to a ten-day-out-of-school suspension; and/or
- Recommendation for expulsion if circumstances warrant; and/or
- Referral to the police

D. 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 may result:

- Conference with Dean, behavior contract; and/or
- One or more assigned interventions; and/or
- Restorative Justice (RJ); and/or
- Up to a ten-day out-of-school suspension; and/or
- Recommendation for expulsion if warranted; and/or
- Referral to the police.
E. 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 may result:

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

Alternatives to suspension may be offered. The alternative may require 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.

F. 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 may result:

- Parent Conference; and/or
- Restorative Justice (RJ); and/or
- Up to a ten-day-out-of school-suspension and referral to police, if warranted; and/or
- Restitution; and/or
- Referral to the police; and/or
- Recommendation for expulsion, if circumstances warrant.

G. Possession of Weapons
A student who is determined to have brought one of the following objects to school, any school sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).

2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look-alikes” of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adults supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

This policy’s prohibitions concerning weapons apply regardless of whether:

1. A student is licensed to carry a concealed firearm, or
2. The Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.
H. Setting a Fire or Fire Alarm

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

- Conference with Dean, behavior contract; and/or
- One or more assigned interventions; and/or
- Restorative Justice (RJ); and/or
- Restitution; and/or
- Up to ten-day out-of-school suspension; and/or
- Referral to the Police; and/or
- Recommendation for expulsion, if circumstances warrant.

I. Fireworks and/or Explosives, Volatile Chemical Mixtures or Look-Alikes

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

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

J. 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 may result in:

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

K. 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 may result in:

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

L. 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. Approval will be given only to school sponsored groups for fund raising purposes. Food items intended for celebrations may not be brought into the school for distribution.
M. 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:

1. Such conduct has the obvious result in creating an intimidating, hostile, or offensive school environment for the person; or

2. 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. Individuals who feel that a sexual violation may have occurred are encouraged to report that violation to school personnel

3. Any inappropriate sexual behaviors will be considered gross misconduct.

Whenever students are involved in such behaviors, the following may result:

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

N. Unauthorized Recordings

Video recording, electronic recorders and auditory records (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 devises may result in:

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

O. Loitering and Use of Unsupervised Areas

Loitering and Use of Unsupervised Areas: Students may not be present in any unsupervised or locked area of the campus at any time. Examples include, but are not limited to: athletic facilities, locker rooms, music department, performing arts center, auditorium, gymnasium, computer labs, cafeteria, bathrooms, learning centers, and classrooms. 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). Students waiting for transportation at the end of the supervised activity must wait in the designated area. Any student not abiding by these rules will be deemed insubordinate and subject to disciplinary action.

Whenever students are involved in such behaviors, the following may result:

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

P. Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school provided transportation is prohibited. "Teen dating violence" occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship. Anyone with information about incidents of teen dating violence should report them to the Building Principal, Assistant Principal, or any school staff member. School staff shall respond to incidents of teen dating violence by following the District’s established procedures for the prevention, identification, investigation, and response to bullying and school violence.
Q. 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 may result in:

• Conference with Dean, behavior contract; and/or
• One or more assigned Interventions; and/or
• Restorative Justice (RJ); and/or
• Restitution
• Up to a ten-day out-of-school suspension; and/or
• Referral to the police; and/or
• Recommendation for expulsion, if circumstances warrant.

R. Threats to the Safety of the School Environment
 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 may result in:

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

S. Sexting
 Sexting – To create, send, share, or possess sexually explicit photos through the use of a computer or electronic communication device, including social media.

T. Hazing
 Soliciting, encouraging, aiding or engaging in hazing is prohibited. “Hazing” means any intentional, knowing, or reckless act directed against a student for attaining a grade level or for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organizations, clubs, groups, gangs, or athletic team whose members are or include other students.

U. Reckless Horseplay
 Behaviors including, but not limited to, running, creating excessive noise, blocking traffic, and non-aggressive/aggressive physical contact are unacceptable behaviors in the school building.

V. Extortion
 The willful or malicious threat of harm, injury, or violence to the person, property, or reputation of another with the intent to obtain money, information, services, items of material worth or to cause fear.

W. Use of Tobacco
 Use, possession and consumption of tobacco or tobacco related products including but not limited to vaping products, cigarettes, cigars and other such related substances is strictly prohibited. Possession of associated devices and paraphernalia is also prohibited.

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

X. Bus Conduct
 All students must follow the District’s School Bus Safety Rules.

1. School Bus Suspensions: The Superintendent, or any designee as permitted in the School Code, is authorized to suspend a student from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

a. Prohibited student conduct as defined in School Board policy, 7:190, Student Behavior.

b. Willful injury or threat of injury to a bus driver or to another rider.

c. Willful and/or repeated defacement of the bus.

d. Repeated use of profanity.

e. Repeated willful disobedience of a directive from a bus driver or other supervisor.

f. Such other behavior as the Superintendent or designee deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The District shall provide the student with notice of the gross disobedience of misconduct and an opportunity to respond.

2. **Academic Credit for Missed Classes During School Bus Suspension:** A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

3. **Electronic Recordings on School Buses:** Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle’s entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board’s discipline policy and shall reimburse the School District for any necessary repairs or replacement.

**Y. 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 such activities and privileges as well as other disciplinary action.

**Z. 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.

**AA. 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.
 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 incidental 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.**

**CELL PHONE/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:**

1. **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.

2. **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.

3. **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 and on designated school-wide testing days.

4. **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.

5. **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.**

6. **Cell phone video and photography and auditory records on school grounds, school events or school related activities are prohibited without specific school pre-approval.**

7. **Using the school’s outlets or USB ports to charge an electronic device is prohibited.**

8. **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.”**

9. **This policy prohibits “sexting.”**

10. **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. Cell phone violations may lead to the following:

• Conference with Dean, behavior contract; and/or

• One or more assigned interventions; and/or

• Detention/In-school suspension; restorative justice and/or

• Up to a ten-day out-of-school suspension; and/or

• Recommendation for expulsion, if circumstances warrant.

• 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.
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. Students in violation of this policy may be subject to disciplinary action. Students must remove all headwear upon entering the building (subject to religious and health exemptions).

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.

Appropriateness of school dress will be determined by the school administration.

1. The feet must be covered with shoes or sandals. The shoes or sandals must not mark or damage floors. House slippers, flip-flops, and slides are not to be worn.

2. Students must be dressed fully from the shoulder to the mid-thigh, this clothing cannot be see-through. 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.

3. 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. Head coverings of any kind are not to be worn at any time in the building, unless required for religious or medical reasons. Exceptions may be made at the discretion of the principal or his designee.

4. Students may not display or wear pocket chains and/or other metal objects, which may be used as a weapon.

5. Students may not display and/or wear clothing, jewelry, or tattoos displaying obscenities, inappropriate, provoking, dangerous, distracting or that creates a disturbance to the educational process (ex. Displays or condones anti-social, immoral, or illegal behavior, or promotes or condones alcohol, tobacco, drugs, profanity, sex, death, gangs, etc.) will not be permitted. Defamatory slogans related to ethnicity, culture, gender, etc on clothing are also prohibited.

6. Based on principal discretion, books bags and back packs in which to carry books and other school materials may or may not be allowed in the classroom.

7. Students shall not wear pants that sag or fit below the waist (i.e. while standing, walking and sitting, top attire must touch bottoms attire all the way around). All undergarments must be covered by outer-attire and see through attire is not allowed. All pants must fit around the waist and be properly fastened. Pants cannot be worn inside out.

FOOD AND BEVERAGES
Food, beverages, snacks, etc. are not to be taken or eaten outside of the cafeteria, are not allowed in the classroom, or allowed out of the food lab classes unless approved by school administration. Students in violation of this policy may be subject to disciplinary action.

FOOD DELIVERY
Parents are discouraged from delivering food to students during the school day. Outside food and third party deliveries (Uber Eats, Door Dash), is strictly prohibited.
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. Since free 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. **NO REFUNDS FOR PARKING PERMITS WILL BE ISSUED.** 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**, in addition to any documentation supporting the need to drive to school 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. A current parking sticker must be displayed in the designated area of the vehicle. Students who park in a District 227 parking lot who do not have a parking permit may be ticketed.

3. District 227 assumes no responsibility for vehicles or personal belongings therein while they are parked on campus.

4. Student cars must be parked in the designated student parking areas.

5. All drivers on campus must drive slowly and carefully and are expected to abide by all traffic rules, traffic signs, and parking designations. Speeding, tire squealing, and driving in inappropriate driving areas (grass, sidewalk, etc.) are examples of bad driving. Laws against reckless and/or negligent driving will be enforced on all District 227 property.

6. Students must stay out of their automobiles (unless excused early by parent permission) from the time the car is parked until school is dismissed.

7. Loitering, playing loud music, and excessive muffler noise are prohibited in school parking lots.

8. The car must be locked while parked and the keys must not be given to another student.

9. The school reserves the right to search the car if there is reasonable cause to believe the car contains illegal substances (drugs, weapons, alcoholic beverages etc.).

10. The school accepts no liability for loss of property or damage to vehicles while on school grounds.

11. Driving or parking a vehicle on school property signifies student awareness and agreement that vehicles and occupants are subject to disciplinary and/or police action.

12. 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.

13. An accumulation of five (5) parking tickets during the school year will result in loss of driving privileges.

14. Improper use of vehicles on District 227 property may also results in the revocation of parking privileges.

15. 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.
STUDENT ID 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.

STUDENT LOCKERS
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. Students are not permitted to share lockers. The school is not responsible for loss, damage, or stolen items if students share lockers or their locker information.

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. Students will not be allowed to attend or purchase tickets to prom or other dances if they are not up to date on their school fees and fines. The building principal may make an exception on a case-by-case basis and has the final determination.
4. School rules are in effect at all school-sponsored activities.
5. Students will only be admitted up to one hour after the announced starting time of any dance.
6. A dress code may be required for school dances.
7. Inappropriate dancing will not be allowed.
8. 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. Students will not be allowed to attend or purchase tickets to prom or other dances if they are not up to date on their school fees and fines. The building principal may make an exception on a case-by-case basis and has the final determination.
5. 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 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. 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. The general code of conduct and discipline rules and Board policy apply to buses.
3. Students must be at their bus stop to board the bus at arrival and departure times. Buses will not wait.
4. A temporary bus pass may be obtained in the Dean’s Office or the Cashier’s Office.

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.
4. Any outside items brought into the building are subject to search/seizure
5. Pre-packaged items need to be factory sealed
6. Water bottles need to be factory sealed
7. No delivery orders

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.

FREE AND REDUCED PRICE MEALS
Students who are eligible may receive free or reduced-price meals. Eligibility is determined by household income. Applications for free or reduced price meals may be picked up at any District 227 school office, Food Service Department, or through the District’s website. Contact the Food Service Office for further information.

SCHOOL WELLNESS
Student wellness, including good nutrition and physical activity, shall be promoted in the District’s educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA). The Superintendent or designee will ensure each school building complies with this policy, the policy is available to the community on an annual basis, and that the community is informed about the progress of this policy’s implementation.

A. Goals for Nutrition Education and Nutrition Promotion

The goals for addressing nutrition education and nutrition promotion include the following:

- Schools will support and promote sound nutrition for students.
- Schools will foster the positive relationship between sound nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District’s comprehensive health education curriculum. See Board of Education policy 6:60, Curriculum Content.
- Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See Board policy 6:60, Curriculum Content and Board policy 7:260, Exemption from Physical Education.
• During the school day, all students will be required to engage in a daily physical education course, unless otherwise exempted. See Board policy 6.60, Curriculum Content and Board policy 7.260, Exemption from Physical Education.

• The curriculum will be consistent with and incorporate relevant Illinois Learning Standards for Physical Development and Health as established by the Illinois State Board of Education.

B. Nutrition Guidelines for Foods Available During the School Day

Students will be offered and schools will promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans published jointly by the U.S. Departments of Health and Human Services and Agriculture (USDA). In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall restrict the sale of competitive foods, as defined by the USDA, in the food service areas during meal periods and comply with all ISBE rules.

C. Exempted Fundraising Day (EFD) Requests

All food and beverages sold to students on the school campuses of participating schools during the school day must comply with the “general nutrition standards for competitive foods” specified in federal law, unless the Superintendent or designee in a participating school has granted an exempted fundraising day (EFD). To request an EFD and learn more about the District’s related procedure(s), contact the Superintendent or designee. The District’s procedures are subject to change. The number of EFDs is set by ISBE rule.

D. Guidelines for Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

E. Monitoring

The Superintendent or designee shall annually provide implementation data and/or reports to the Board concerning this policy’s implementation sufficient to allow the Board to monitor and adjust the policy. This report must include without limitation each of the following:

• An assessment of the District’s implementation of the policy
• The extent to which schools in the District are in compliance with the policy
• The extent to which the policy compares to model local school wellness policies
• A description of the progress made in attaining the goals of the policy

F. Community Input

The Superintendent or designee will actively invite suggestions and comments concerning the development, implementation, and improvement of the school wellness policy from parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and community.

G. Recordkeeping

The Superintendent or designee shall retain records to document compliance with this policy.

CORRIDOR PASSES

Students outside of their scheduled classroom during the school day must either have their student planner with them or a school approved hall pass. 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 parents are divorced or separated and only one parent has custody and the other parent should not have access to a student, it is the obligation of the custodial parent to provide the necessary legal documentation to the Principal or the designee.
MAK-E-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 unless there are extenuating circumstances.
2. A reasonable length of time to complete course work in a lab, project, performance or demonstration is based upon a mutually agreed upon time for the teacher to meet with the student.
3. Coursework is required to be made up at full credit for any excused absence, including absences resulting from suspension or truancy.
4. Parents/guardians of any student who is absent due to hospitalization or extended illness should inform the attendance office and contact the student’s counselor. A 48-hour notice is required to obtain any make-up work.

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.

A. 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, 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

1. 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.

2. 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.

3. A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student’s 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

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.

A. 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.

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.

A. 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. 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. Screening does not determine the need for special education services.
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 Manitouqua 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

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ATHLETIC RULES OF CONDUCT

Below are additional consequences which may apply to students for misconduct.

**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
708-679-5600 (Main Office) | 708-679-6100 (Main Office) | 708-679-3000 (Main Office)

The parent(s) and/or guardian is responsible for authorizing any absence and notifying the school in advance or at the time of any absence. Parent/guardian should call the school by 9:00 a.m. to notify of a student’s absence for that day. Failure to report an absence will result in a phone call to the parent(s)/guardian. The District requires at least one but not more than two telephone numbers at which parents/guardians may be reached by the school regarding absence notification.

Students will be issued class admits being 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.
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

**RELIGIOUS HOLIDAYS**

In the event of an absence for observance of a religious holiday, each child will be given an equal opportunity to make up any schoolwork requirements missed due to the absence. 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**

**A. 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.

**B. 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. Once a student leaves ill, they should not return for that school day.
3. In some instances, a student may leave and return during the school day. An example of this would be for a doctor appointment. Students who return must sign-in at the attendance office.
4. Students who violate these procedures will be subject to disciplinary action.
C. 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.

ATTENDANCE PROCEDURES

1. Attendance
Rich Township High School District 227 considers attendance in each class to be a crucial component of a student’s successful high school education. Student attendance is considered part of the academic program in District 227. When a student is absent for all or part of a day, a parent or guardian must call the school on the day of the absent and report the reason for the absence. Calls must be made for each day of student absence. Students will be allowed six (6) cumulative days of excused absence per semester, provided there is a call from a parent or guardian. Absences without a phone call within 24 hours of the absence will be recorded as unexcused.
Further absences will be EXCUSED for the following reasons:
1. A doctor’s statement
2. Observation of a religious holiday*
3. Serious illness of death in the immediate family or family emergency
4. School-related activities such as field trips or participation in athletic contests
5. Planned absences, if cleared with a dean at least five school days in advance of the day of departure
6. Doctor or dental appointments verified by doctor note specifying the date and time. See procedures for leaving school early.
7. College visitation days: A maximum of 3 days may be allowed during both junior and senior years. The student's school counselor must sign off on approval of college days prior to the visit. A signature form from a college representative is also required on the permission form that is returned to the school to verify that the visit occurred.
8. Require court appearances verified by a parent or guardian and court documentation.
9. Emergencies as approved by the principal, associate principal, or dean.
10. Such other circumstances which cause reasonable concern to the parent for the safety or health of the student.
* The parent or guardian must give written notice to the district five (5) days before the student’s anticipated absence. It shall be the responsibility of the teacher and administrators to make available to each student who is absent from school because of a religious observance an equivalent opportunity to make up any examination, study or work requirements that he/she missed.

One day of make-up time are allotted per day of absence unless otherwise determined by the Student Support Team.

B. Unexcused Absences
Students must attend all assigned class periods including study hall. Absences without a parental call will be considered unexcused absences.
Students will be considered chronic/habitually truant student if that student is absent without a valid cause for 5% or more of the previous 180 regular attendance days (i.e., 9 days of school)

C. Unexcused Absences from a Specific Class
Any student missing three session of the same class due to an unexcused absence may be dropped from that class for the remainder of the term, may receive no credit for the class, may receive a grade of Withdrawn/Failure (WF) on the grade card, and an “F” will be factored in the grade point average unless the student successfully retakes the class. If a student if dropped from a class, the student may be assigned to a study hall period. Appropriate school personnel may also discipline the student, up to and including suspension.
D. Truancy Procedures/Support Services

Truancy is a student who is absent from school for an unexcused reason for a school day or any part of a school day. Following the accumulation of 6 (six) absences without supporting documentation, the student may be brought to the Student Support Team (SST) and appropriate contact may be made by the nurse, school counselor, or social worker. The purpose of this contact is to ascertain the reason for absence (medical, mental health, or behavioral) so that the appropriate staff member (nurse, social worker, school counselor, or dean) can manage the case and appropriate supportive services are provided to the student. The administration may take disciplinary punitive action unless available support services and other school resources have been provided to the student.

When a student receives the seventh through ninth undocumented absences, the following interventions may occur:
- A letter will be sent home detailing the attendance policy
- Home visits
- Parent/guardian contact
- Direct conversation with student by a member of the Student Services Team
- Referral to outside support services
- School-based support services
- Disciplinary consequences

When a student receives the tenth and eleventh undocumented absences, the following interventions may occur:
- Any of the above interventions
- Truancy referral to the Regional Office of Education
- School official conference with parent/guardian

Upon the twelfth day of undocumented absence, after supportive interventions have been provided, the student may lose the ability to earn credit in currently enrolled classes.

E. Chronic Truancy

As required by law, the district has adopted policies that identify the appropriate supportive resources that are provided for truant and chronic truant students. A chronic or habitual truant is a child subject to compulsory attendance laws who is absent without valid cause from school for 5 percent of more of the previous 180 regular attendance day - 105ILCS5/26-2a. Disciplinary action related to truancy may be taken, provided, however, that no student shall be subject to punitive action for chronic and habitual truancy as that term is defined in the Illinois School Code, unless available supportive services and other school resources have been provided to the student.

F. Tardies

Punctuality is a trait which a good school citizen exhibits each day. Students must be in their chairs and ready to study when the tardy bell rings in order to be considered on time. Repeated tardies will result in appropriate disciplinary action.

1. Tardy Policy
- All passing periods are 4 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.

Level 1: Warning -Contact Parent (auto dial and personal) – Documentation occurs on Power School. Teacher and attendance clerk contacts home (email, or phone call) and documents on Power School Log. 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.

Level 2: Contact Parent (auto dial). Teacher and Division Leader contacts home (email, or phone call) and documents on Power School Log. Documentation occurs on Power School.

Level 3: Student receives a referral to the Dean’s Office from the Attendance Office and documentation on Power School. The Dean will refer to PPS department (i.e. Counselors and/or Social Worker, Case Manager (students with disabilities). Jeopardy letter is sent home from the attendance office.
Level 4: The Dean refers to PPS and/or MTSS department. The support of counselor/social worker. Parent contacted per letter/phone call.

Level 5: Student receives a referral from the Dean’s office and documentation in Power School. Administrator may authorize drop from class.

G. Procedures for Leaving School Early
Parents and students should make every effort to not schedule doctor or other personal appointments during the school day. However, if a student needs to be excused from school for only part of the day, the parent must call the school before the student can leave.

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

H. Planned Absence
The school calendar is available on the district and school website. Each student and parent/guardian should be aware of all school breaks. Whenever possible, visits, appointments, etc. should be scheduled during break times or the weekends. Winter break and spring break are the two long vacations each year. Normal school activities which may include tests, quizzes, lab work, projects, and homework will be held the last day before the break begins and immediately after returning after break. It is important to not miss these days. Pursuant to Rich Township District 227 board policy 7:70, when a student is absent due to a family activity/extended planned absence, the full responsibility for academic progress is that of the student and the parents. Make-up tests and assignments may be obtained from the teacher by the student at the teacher’s convenience. Two day of make-up are allotted per day of absence unless otherwise determined by the Student Support Team.

The following criteria will be used to determine if the planned absence will be classified as excused or non-excused:

- A Planned Absence application is completed, filed, and approved by the dean at least five (5) school days in advance of departure
- Grades in progress will be reviewed
- Total number of absences to date will be reviewed
- Up to ten (10) cumulative excused family activity/extended planned absence days per year may be granted

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

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#RICHINSTUDENTSUCCESS

FOCUSED ON STUDENTS AND STUDENT SUCCESS

TUESDAY WEDNESDAY

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August
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#RICHINSTUDENTSUCCESS

August

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MONDAY

#RICHINSTUDENTSUCCESS

FOCUSED ON STUDENTS AND STUDENT SUCCESS

TUESDAY WEDNESDAY

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SEPTEMBER

23

TUESDAY

September

24

WEDNESDAY

September

25

MONDAY
#RICHINSTUDENTSUCCESS

TUESDAY  WEDNESDAY

September
30

October
1

October
2

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#RICHINSTUDENTSUCCESS

FOCUSED ON STUDENTS AND STUDENT SUCCESS

TUESDAY 15

WEDNESDAY 16

Columbus Day (Observed)
#RICHINSTUDENTSUCCESS

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<tr>
<th>MONDAY</th>
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**NOVEMBER**

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**DECEMBER**

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Mawlid al-Nabi begins at sundown
#RICHINSTUDENTSUCCESS

MONDAY

TUESDAY

WEDNESDAY

November 11

Veterans Day (observed)
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November

25

November

26

November

27
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**December**

9

**TUESDAY**

10

**WEDNESDAY**

11
December 19

Thursday

December 20

Friday

First Day of Winter

December 21

Saturday

Hanukkah begins at sundown

December 22

Sunday
MONDAY

#RICHINSTUDENTSUCCESS

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TUESDAY
WEDNESDAY

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DECEMBER

S M T W T F S
1  2  3  4  5  6  7
8  9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31

JANUARY

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12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30 31

December

23

TUESDAY

24

WEDNESDAY

25

Christmas
Kwanzaa begins
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MONDAY

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TUESDAY

WEDNESDAY

December

30

TUESDAY

WEDNESDAY

December

31

WEDNESDAY

January

1

DECEMBER

S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
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29 30 31

JANUARY

S M T W T F S
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12 13 14 15 16 17 18
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New Year's Day

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<td>Chinese New Year</td>
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#RICHINSTUDENTSUCCESS

MONDAY

RICH IN STUDENT SUCCESS

FOCUSED ON STUDENTS AND STUDENT SUCCESS

#RICHINSTUDENTSUCCESS

MONDAY
17

TUESDAY
18

WEDNESDAY
19

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President's Day

February

FEBRUARY
S M T W T F S
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9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29

MARCH
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8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30 31

President's Day
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<td>22</td>
<td>Washington's Birthday</td>
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Daylight-Saving Time begins
MARCH

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APRIL

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St. Patrick’s Day

March 16

Monday

March 17

Tuesday

March 18

Wednesday
First Day of Spring

March 19

March 20

March 21

March 22
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29 30 31

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12 13 14 15 16 17 18
19 20 21 22 23 24 25
26 27 28 29 30

March
23

March
24

March
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Palm Sunday

April 2

April 3

April 4

April 5
#RICHINSTUDENTSUCCESS

MONDAY

FRIDAY

SUNDAY

TUESDAY

WEDNESDAY

APRIL

S M T W T F S

1 2 3 4

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MAY

S M T W T F S

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31

Passover begins at sundown

April 6

April 7

April 8

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Ramadan begins at sundown
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## May

**Monday, May 4**

**Tuesday, May 5**

**Wednesday, May 6**

**Cinco de Mayo**
Eid al-Fitr begins at sundown