



Rich Township High School District 227 2021-2022

Property of: _____

Address: _____

Phone #: _____ Email: _____

In case of emergency, please notify:

Name _____ Phone: _____

The information in this book was the best available at press time. Watch for additional information and changes.

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RICH TOWNSHIP HIGH SCHOOL DISTRICT 227 2021-22 CALENDAR

Day	Date	Event
TH-F	August 5 & 6	New Teacher Orientation
M -T	August 9 & 10	Institute Day (No Students)
W-F	August 11-13	Orientation
M-F	August 16-20	11th/12th In-Person/9th/10th Remote
M-F	August 23-27	9th/10th In-Person/11th/12th Remote
Monday	August 30	9th-12th In-Person
Wednesday	September 1	9:25 Late Start
Thursday	September 2	Open House
Monday	September 6	Labor Day
Wednesday	September 8	9:25 Late Start
Wednesday	September 15	9:25 Late Start
Monday	September 20	Mail Mid-Quarters
Wednesday	September 22	9:25 Late Start
Wednesday	September 29	9:25 Late Start
Wednesday	October 6	All day Testing/ 1:30 dismissal
Friday	October 8	End of 1st Quarter
Monday	October 11	Columbus Day (School Closed)
Wednesday	October 13	9:25 Late Start
Thursday	October 14	Parent Conference 5:30 pm – 8:00 pm
Friday	October 15	Parent Conference 9:00 am -12:00 pm (No Students)
Monday	October 18	Mail Report Cards
Wednesday	October 20	9:25 Late Start
Monday	October 25	1:30 dismissal
Wednesday	October 27	9:25 Late Start
Wednesday	November 3	9:25 Late Start
Wednesday	November 10	9:25 Late Start
Thursday	November 11	Veteran's Day Observed (School closed)
Wednesday	November 17	9:25 Late Start
Monday	November 22	Mail Mid-Quarters
M - F	November 22 -26	Thanksgiving Recess (No Students)
Monday	November 29	Classes Resume
Wednesday	December 1	9:25 Late Start
Wednesday	December 8	9:25 Late Start
Wednesday	December 15	9:25 Late Start
Monday	December 20	Exams 1:30 Dismissal
Tuesday	December 21	Exams 1:30 Dismissal
Wednesday	December 22	Exams 1:30 Dismissal/ End of 2nd Quarter
Thursday	December 23	Winter Break Begins
Wednesday	December 29	Mail Report Cards
Friday	January 7	Institute Day (No Students)

RICH TOWNSHIP HIGH SCHOOL DISTRICT 2272021-22 CALENDAR

Day	Date	Event
Monday	January 10	Classes Begin
Wednesday	January 12	9:25 Late Start
Monday	January 17	Martin Luther King Day (No School)
Wednesday	January 19	9:25 Late Start
Monday	January 24	1:30 Dismissal
Wednesday	January 26	9:25 Late Start
Wednesday	February 2	9:25 Late Start
Wednesday	February 9	9:25 Late Start
Tuesday	February 15	Mail Mid Quarters
Wednesday	February 16	9:25 Late Start
Monday	February 21	President's Day (School Closed)
Wednesday	February 23	9:25 Late Start
Monday	February 28	1:30 Dismissal
Wednesday	March 2	9:25 Late Start
Monday	March 7	Casimir Pulaski's Birthday (School Closed)
Wednesday	March 9	9:25 Late Start
Friday	March 11	End of 3rd Quarter
Monday	March 14	1:30 Dismissal
Wednesday	March 16	9:25 Late Start
Thursday	March 17	Parent Conference 5:30 pm – 8:00 pm
Friday	March 18	Parent Conference 9:00 am -12:00 pm (No Student)
Monday	March 21	Mail Report Cards
Wednesday	March 23	9:25 Late Start
Wednesday	March 30	9:25 Late Start
Wednesday	April 6	9:25 Late Start
Tuesday	April 12	Testing
Wednesday	April 13	9:25 Late Start
Thursday	April 14	Mail Mid-Quarters
Friday	April 15	Good Friday (School Closed)
Monday	April 18	Spring Break Begins
Monday	April 25	Classes Begin
Tuesday	April 26	Testing
Wednesday	April 27	9:25 Late Start
Wednesday	May 4	9:25 Late Start
Thursday	May 5	Institute Day /1:25 Dismissal
Wednesday	May 11	9:25 Late Start
Friday	May 13	Last Day of Classes for Seniors
Wednesday	May 18	9:25 Late Start
Sunday	May 22	Graduation
Tuesday	May 24	Final Exams 1:30 Dismissal
Wednesday	May 25	Final Exams 1:30 Dismissal
Thursday	May 26	Final Exams 1:30 Dismissal/Last day of school
Monday	May 30	Memorial Day (No School)
Wednesday	June 9	Mail Report Cards

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.

Focused on students and student success

RICH TOWNSHIP HIGH SCHOOL DISTRICT 227

BOARD OF EDUCATION

Mrs. Andrea D Bonds President
Mr. Andre Allen Vice President
Ms. Tiffany Taylor Secretary
Mr. Randy Alexander Board Member
Mrs. Mia Carter Board Member
Mrs. Cheryl Coleman Board Member
Ms. Janice Preston Board Member

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 Bournés Assistant Superintendent of Educational Services
Dr. Kim Waller Assistant Superintendent of Human Resources
Mr. Ted Koutavas Director of Technology
TBD Director of Building and Grounds
Mr. Jeff Bonomo Director of Curriculum Instruction and Data
Dr. Iyuna Harris Director of Student Support Services
Ms. Janice Wells Director of Fine Arts and IB
Ms. Betsy Williams Supervisor of Food Service
Mr. Matthew Shank Director of Athletics, Activities, and Transportation

Fine Arts & Communication Campus Administration

Mr. Larry Varn Principal
Ms. Linnea Garrett Associate Principal
Dr. Tiffany Lowery Associate Principal of Operations
Dr. Mark Kolkman Associate Principal of Athletics, Activities, and Operations
TBD Division Lead-Student Support Services
Dr. Latonya Applewhite Division Lead- Freshman Sophomore Academy
Ms. Latricia Varnado Division Lead-Business & Communication Academy
Ms. Kimberly Gales Division Lead- Fine Arts & International Baccalaureate
Mr. Jason Battle Coordinator of Climate, Culture, and Community Relations
Ms. Mary Creer Coordinator of Climate, Culture, and Community Relations
Mr. Quincy Owens Coordinator of Climate, Culture, and Community Relations

STEM Campus Administration

Mr. Larry Varn Principal
Mr. Carl Scott Associate Principal
Dr. Tiffany Lowery Associate Principal of Operations
Ms. Mary Hawley Division Lead- Freshman Sophomore Academy
Ms. Jackie Stone Division Lead-Technology & Engineering Academy
Mr. Bob LaFrance Div. Lead- Health, Family, and Consumer Sciences Academy
TBD Coordinator of Climate, Culture, and Community Relations
Mr. Brendan McHugh Coordinator of Climate, Culture, and Community Relations
Mr. Keith White Coordinator of Climate, Culture, and Community Relations

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.

For the next 30 years, the District was able to expand its educational opportunities to students as high school enrollment expanded. Across several decades, the district served over 100,000 students that have excelled in academics, athletics and the arts.

In 2001, Rich Township High School Phoenix Campus opened its doors to students. This campus was intended for students who have difficulty learning in a traditional classroom environment. Upon its closure at the conclusion of the 2005-06 school year, adequate student support services were made available at the Central, East and South Campuses.

On October 16, 2019, the Board of Education voted to create a new high school by combining the student body of Rich Central and Rich South and ceasing the use of the East Campus. The new high school was simply named Rich Township High School.

In late 2019, a \$105,000,000 bond issue was authorized by voters in the district; \$41,100,000 was used to build state-of-the-art classrooms, athletic spaces and common areas that allow the 21st century student to thrive. The remaining \$63,900,000 was used finance several key construction, renovation and repair projects at Rich Central and Rich South High Schools.

Beginning with the 2020-21 school year, both campuses joined together as one school. Each campus will have signature programs. The Central Campus became the STEM (Science, Technology, Engineering, and Math) Campus, and the South Campus became the Fine Arts and Communications Campus. The district also consolidated its athletics and activities programs, offering students in each of the district's communities greater access to district-wide programs, regardless of the student's attendance boundary. Under this one-school, two-campus model, the district was able to maximize resources and educational opportunities available to our students with minimal financial impact on stakeholders.

The Rich Township High School District is proud to call itself one of the top public school districts in Southland Chicago. Benchmarks include its performance on state and national exams, its initiative in fields such as innovative technology, career-technical education and food services. Its notable alumni include Hall of Fame sports stars and distinguished media personalities, as well as the nation's leading professionals in science, literature and civic engagement.

This Student Handbook is 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. All information, rules, and guidelines within this Handbook extend to all students during school, on District property, and at all District-sponsored and related activities, as well as field trips and extracurricular trips (including athletic, performance, music, etc.), whether held before or after school, on evenings, or weekends. This includes, but is not limited to, activities taking place in District buildings, on District grounds, on District buses, or in vehicles, that are on District grounds, as well as activities taking place off District grounds. It also extends to non-school related activities when conduct may or results in a substantial disruption to school, school activities or the operation of the school.

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

I. NOTICES TO PARENTS/GUARDIANS AND STUDENTS

A. Non-Discrimination Policy

No student will be denied access to any program offered by Rich Township High School District 227 on the basis of race, color, national origin, ancestry, ethnic background, sex, gender identity, sexual orientation, age, religion, 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.

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. Complaints may be filed by using Board policy 2:260, Uniform Grievance Procedure.

Nondiscrimination Coordinator/Title IX Coordinator:

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

B. Equal Access

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.

C. 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).

D. Homeless Students

Each child of a homeless individual and each homeless youth shall have equal access to the same free, appropriate public education, as provided to other children and youths. A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school, and will be immediately admitted, even if the student's parent/guardian is unable to produce records normally required for enrollment. Homeless students shall not be separated or stigmatized. Homeless students will be enrolled and educated in alignment with Board Policy 6:140, Education of Homeless Children and 7:50, School Admissions and Student Transfers to and from Non-District Schools. For more information, please contact the District's McKinney-Vento/ Homelessness Coordinator: Dr. Iyuna Harris at (708) 679-5640 and/or the Regional Coordinator for Education of Homeless Children and Youth at (815)740-4322.

E. 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.

Students who do not qualify for an IEP under the Individuals with Disabilities Education Act may qualify for services under Section 504 of the Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. The District shall identify, evaluate, and provide appropriate educational services to such students. If the parent or guardian disagrees with the determination made by the Section 504 team, he/she has a right to a hearing with an impartial hearing officer. For additional information regarding Section 504 and the identification, assessment, and placement of students, please contact Dr. Iyuna Harris iharris@rich227.org.

F. 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, when the following occur:

1. A school employee conditions an educational benefit or service upon a person's participation in unwelcome sexual conduct (i.e., quid pro quo harassment);
2. Any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that effectively denies the person access to the program or activity; and/or
3. Any instance of sexual assault, dating violence, domestic violence, or stalking as defined in applicable federal law.

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.

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Title IX Coordinator, Building Principal, a Complaint Manager, or any staff member with whom the student is comfortable speaking. A student may choose to report to a person of the student's same gender identity. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. The District will investigate any reported claim of sexual harassment that occurs in the District's physical locations and buildings, as well as events and circumstances over which the schools exercise substantial control. This may include field trips, off-campus school-sponsored events, school buses, and other activities/locations such as class trips.

Title IX Coordinator: Dr. Kim Waller at (708) 679-5741

This section will be updated pursuant to State and federal law, and Board policy.

G. Accommodations for Individuals with Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities, including parent-teacher conferences and school board meetings, and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others. The District will provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity. Each service, program, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities.

H. Student Records

The *Family Educational Rights and Privacy Act* (FERPA) and the *Illinois School Student Records Act* (ISSRA) specify rights related to student educational records. They provide 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, ISSRA, and FERPA, pertaining to the maintenance of student records. All student records are maintained accordingly; except 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.

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records that are kept in the sole possession of a school staff member, for his or her exclusive use that are destroyed not later than the student's graduation or permanent withdrawal, and are not accessible or revealed to any other person;
2. Records maintained by law enforcement officers working in the school;
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special

education purposes regarding a particular student;

4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

A student's Permanent Record consists of the following:

1. Basic identifying information, including the student's and parent(s)/guardian(s)' names and addresses, and student's birth date;
2. Academic transcript; including grades, grade levels, graduation date, and the unique student identifier assigned and used by the student information system;
3. Attendance record;
4. Health Records (i.e., those medical and dental documentation necessary for enrollment);
and
5. Record of release of permanent record information.

Scores received on college entrance examinations may be included on a student's academic transcript if that inclusion is requested in writing by a student, parent or person who enrolled the student.

A student's Temporary Record consists of all other records maintained by the District concerning the student and by which the student may be individually identified, but not included in the permanent record. The Temporary Record must contain:

1. A record of release of information contained in the Temporary Record;
2. Scores received on the State assessment tests ;
3. A completed home language survey form;
4. 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;
5. Biometric information if it is collected,
6. Information provided pursuant to Section 8.6 of the Abused and Neglected Child Reporting Act;
7. Health-related information;
8. Related service logs; and
9. Accident reports.

The Temporary Record also may include family background information, intelligence test scores, aptitude test scores, 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.

Release of Student Record Information: School student records are confidential. The District may release information contained in student records without parental notice or consent to the following individuals or in the following circumstances:

- To a District or ISBE employee or official with a demonstrable educational or administrative interest in the student, in furtherance of that interest;
- Any person for the purpose of research, statistical reporting, or planning, provided that no student or parent can be identified from the information released and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records;
- To a governmental agent or social service agency contracted by a governmental agent in furtherance of an investigation of the student's attendance pursuant to the compulsory attendance laws of the State;
- In connection with an articulable and significant threat to the health or safety of a student or other individuals, to appropriate persons if the knowledge of the requested information is necessary to protect the health or safety of the student or other individuals;
- As specifically required by federal or State statute;
- Juvenile authorities will be granted access when necessary for the discharge of their official duties upon their request before the student's adjudication, provided they certify in writing that the information will not be disclosed to any other party except as provided under law or order of court;.
- Information may be released in connection with an emergency or in response to a court order, as provided in ISSRA and FERPA and their regulations;

- In response to an ex parte court order requiring District 227 to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or the consent of, the student's parents/guardians.

Student record information may be released without parental consent provided prior written notice of such release is given to the parents as follows:

- To the official records custodian in which the student has enrolled, or intends to enroll, upon the request of such official or student;
- Pursuant to a court order; and/or
- To any persons as specifically required by state or federal law.

No person who is prohibited by an order of protection from inspecting or obtaining school records of a student shall have any right of access to or inspection of the school records of that student. The District shall maintain a copy of any order of protection in the temporary records of the student enrolled in the District whose parent is the petitioner of an order of protection. In addition, the District prohibits the disclosure by school employees to any person against whom the District has received a certified copy of an order of protection, the location or address of the petitioner for the order of protection or the identity of the schools in the District in which the petitioner's child or children are enrolled.

Students over the age of 18 have the right to inspect and copy their permanent records. Parents/ guardians, students, or any person specifically designated as a representative by a parent shall have the right to inspect and copy their student's permanent and temporary records prior to transfer of records to another school district, prior to the scheduled destruction of records, or by giving notice. Such requests will be granted no later than 10 business days after the date of receipt. The Building Principal will make arrangements for access and shall notify the parent(s)/guardian(s) or eligible student of the time and place the records may be inspected. The District charges \$.35 per page for copying, but no one will be denied their right to the copies of their records for inability to pay this cost.

Challenge Procedures: Students, parents or guardians are entitled to access of the student's records have the right, except as limited by ISSRA or other law, to 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 challenge and the reason for the challenge. Within 15 school days of receipt of the request for a hearing, the District will hold an initial informal conference with the parent/guardian. If the challenge is not resolved by the informal conference, a formal hearing will be held before an impartial hearing officer consistent with ISSRA and its implementing regulations. Either party may appeal the hearing officer's decision to the Regional Superintendent within 20 school days after the decision is transmitted. 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 for more information

Directory Information: Rich Township High Schools designates the following categories of student record information as "directory information" which may be generally available to the public:

1. Identifying information, including: student name, address, grade level, birth date and place,
2. and parents'/guardians' names and addresses
3. Academic awards, degrees, and honors;
4. Information in relation to school-sponsored activities, organizations, and athletics;
5. Any major field of study; and
6. 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 directory information for their student(s), except in the case of an emergency. Please contact the District Office for more information, or to prohibit the release of such information. Students and parent(s)/guardian(s) may deny access to the student's name, 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.

Destruction of Student Records: Upon graduation, transfer, or permanent withdrawal of a student from school, the District shall notify the parents and student, if the rights and privileges accorded to the parents under ISSRA have transferred to the student, of the destruction schedule for the student's permanent and temporary records and their right to request a copy of the student's records at any time prior to their destruction. The notification must contain the following information: date of notification; names of the student, parents, and the official records custodian; and the scheduled destruction date of the temporary and permanent records. The District may provide reasonable prior notice to the parents or student through: (i) notice of the school's parent or student handbook; (ii) publication in a newspaper published in the District or, if no newspaper is published in the District, in a newspaper of general circulation within the District; (iii) U.S. mail delivered to the last known address of the parents or student; or (iv) other means provided the notice is confirmed to have been received. It is the practice of the District to destroy

the temporary student record of each student five years from the date the student graduates or withdraws from the school.

Transfer of Student Records: The District may release a student's records without parental consent to the official records custodian of another school within Illinois or an official with similar responsibilities of a school outside Illinois, in which the student has enrolled, or intends to enroll, upon the request of such official or student. This information can be released without parent consent provided prior written notice is given to the parent of the nature and substance of the records, as well as notice of the parent's right to inspect, copy, or challenge the records. Where a student has unpaid fines or fees and is transferring to a public school located in Illinois or any other state, an unofficial record of the student's grades in lieu of the student's official transcript of scholastic records may be provided until payment is received. 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.

Students Receiving Special Education Services: Pursuant to the Individuals with Disabilities Education Act (IDEA), the District must provide students with disabilities with appropriate special education and related services to address their education needs. Parents/guardians have the right to review and copy their student's school student records prior to any special education eligibility or IEP program review meeting, subject to the requirements of applicable federal and state law. Parent(s)/Guardian(s) may also request a copy of their student's related service logs developed and maintained by the District for the following related services: speech and language services, occupational therapy services, physical therapy services, school social work services, school counseling services, school psychology services, and school nursing services. These related service logs include information regarding the type and duration of the related services administered to their student.

Student Data Privacy; Notice to Parents about Educational Technology Vendors: The District contracts with different educational technology vendors for beneficial 9-12 purposes, such as providing personalized learning and innovative educational technologies and increasing efficiency in school operations.

Under the Illinois Student Online Personal Protection Act (SOPPA), 106 ILCS 85/, educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred as operators. SOPPA is intended to ensure that student data collected by operators is protected and requires those vendors, as well as school districts and ISBE, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, the District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as, but not limited to: basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number; demographic information; enrollment information; assessment data, grades, and transcripts; attendance and class schedule; academic/extracurricular activities; special indicators (e.g., disability information, English language learner, free/reduced meals, or homeless/foster case status); conduct/behavioral data; health information; food purchases; transportation information; in-application performance data; student-generated work; online communications; application metadata and application use statistics; and permanent and temporary school student record information.

Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose and collect data for K-12 school purposes (which are purposes that aid in the administration of school activities, such as: instruction in the classroom or at home (including remote learning); administrative activities; collaboration between student, school personnel, and/or parents/guardians; and other activities that are for the use and benefit of the District) and other limited purposes permitted under the law.

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 Illinois 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 Illinois 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 Illinois Student School Records Act.

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.

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 a complaint may be sent to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave., S.W.
Washington, D.C. 20202

I. Lawn Care Products, Application and Notification

The District maintains a registry of parent/guardians of students who have requested to receive written notification prior to application of pesticides and herbicides to school grounds. The District respects the concern that some children who suffer from allergies may be impacted by weed control products. However, we the District also recognizes that many children suffer when weeds are left to grow and multiply. The time of applications will occur during weekdays and weekends, providing a sufficient dissipation period. The notification shall be given at least two (2) 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. Parents/guardians who would like to be notified before the application of pesticides/herbicides to school grounds should contact the District Office.

J. Sex Offender Notification

Information regarding sex offenders is available to the public pursuant to the Sex Offender Community Notification Law.

K. Asbestos Management Plan

The Illinois Department of Public Health and the Federal Environmental Protection Agency have determined that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos-containing materials. As required, the District's buildings were initially inspected for asbestos. Our inspection was conducted October, 2019. The Asbestos Hazard Emergency Response Act requires that a visual surveillance of asbestos-containing areas be completed every six months, and a re-inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the Management Plan as required. The Inspection/Management Plan is available at the District Office.

L. 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.

II. GENERAL INFORMATION

A. Admission Policy

Student who are residents per Board Policy 7.60, Residence, who presents records indicating satisfactory completion of the first eight grades may enroll in the appropriate Rich Township High School. Students transferring from another public school in Illinois will be required to provide a form of good standing, available from the previous Illinois school district. 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.

Any person who knowingly enrolls or attempts to enroll on a tuition-free basis whom the person knows to be a non-resident, or willfully presents false information regarding the residency of a pupil shall be guilty of a Class C misdemeanor, punishable by a fine of not more than \$500.00 and imprisonment of not more than 30 days. Parent/Guardian (s) is subject to recovery of out of district tuition costs (\$17,469.14) for the time the student has been enrolled during the school year. 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.

Students are assigned to schools based on the Board of Education approved boundaries. The new boundaries will run from Vollmer Road east from Harlem Avenue to Central Avenue; Central Avenue south to Route 30; Route 30 east to Kostner Avenue, directly south to the Eastern Railway tracks, and then then east to Governors Highway to Sauk Trail; Sauk Trail east to Lakewood Boulevard; and then east to Western Avenue.

B. 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. Registered students (freshmen, sophomores, and juniors) who move within the District's boundaries and

would be eligible to attend a different District school due to the move may elect to transfer to the new District school or remain at the current school through the end of the school year. These students are required to register and attend the school within their attendance area the following year.

- b. A rising senior who moves within the District's boundaries prior to the beginning of the student's senior year may elect to remain at the current school for senior year. Students who chose to remain at a District school outside of their attendance area are responsible for transportation.
3. Students and who were lawfully enrolled and attending school within the District, but moved out of the District after the first day of school may complete the remainder of the school year in District 227. The parent/guardian is responsible for providing transportation to and from school.

C. Registration

All families, whether returning or new to the District, may be required to prove residency. All incoming 9th graders and transfer students will be required to provide residency documentation in order to register. Any student that we have received return mail from during the previous school year will also be required to provide residency documentation in order to complete the registration process.

In order to complete the registration process, please present three items from the list below:

1. ONE of the following:
 - a. Mortgage statement from May, June, or July;
 - b. Original lease from May, June or July with name and phone number of landlord;
 - c. Declaration page of current Homeowner's Insurance Policy;
 - d. Real estate tax bill;
 - e. Section 8 housing letter; or
 - f. Residency housing affidavit.

AND

2. TWO of the following:
 - a. Current utility bill (Com Ed or NiCor) from May, June, or July;
 - b. Water bill from village of residence;
 - c. Current cable bill;
 - d. Valid Illinois driver's license or state ID;
 - e. Proof of vehicle insurance;
 - f. Credit card statement;
 - g. Recent pay stub;
 - h. Medicaid or other public assistance card.

Upon initial enrollment in the District, parents/guardians must provide the District with an original or certified copy of the student's birth certificate within 30 days of enrollment. If the District does not receive the birth certificate within 30 days, pursuant to Illinois law, the District must report the failure to provide a birth certificate to the State Police. The District will also require additional documentation, including proof of immunizations. Please see the Health section for more information.

D. Student Fees

- Driver Education (Behind the Wheel):\$112.00
- Gym Suits: (Required for all students).....\$14.00
- Yearbook (optional):\$40.00
- Underclass Photo Package:Decided by Campus
- PTSO Membership: (optional)\$10.00

District policy requires that the General Student Fee MUST BE PAID FIRST, before any optional fees such as the 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. All fees must be paid by the end of the year.

Fees for textbooks and other instructional materials are waived for students who meet the eligibility criteria for fee waiver contained in Board Policy 4:140, Waiver of Student Fees. The payment of fees may also be waived or reduced if the family qualifies for the National School Lunch Program. Application for a fee waiver is available at the school offices. Written evidence of eligibility for waiver of the student fees must be submitted. Prompt notification of acceptance or denial of a requested fee waiver will be sent. Any denial may be appealed in writing to the Superintendent. A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program, as well as other factors determined by the Superintendent. Students receiving waived registration

and activity fees are not exempt from charges for lost and damaged books, locks, material, supplies, and equipment.

E. Attendance Guidelines and Procedures

Illinois School Code 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. A student may not attend or participate in any school activity on a day that the student has been absent from more than ½ of their day.

If virtual learning is an option, students are expected to log into their classes on time and participate in their classes fully. Students who enter the building to attend in-person classes are expected to physically go to class and attend. Students are not permitted to log into class virtually if they are in the building.

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 absence and report the reason for the absence. Calls must be made for each day of student absence. Absences without a phone call within 24 hours of the absence will be recorded as unexcused.

Students are responsible for contacting teachers to make up work due to absences, both planned and unplanned.

Absences will be marked excused for students for the following reasons, provided a parent/ guardian has properly notified the school of the student's absence, including:

- Sickness;
- Death in the immediate family;
- Medical appointments;
- Family emergency;
- College visits (junior and senior students): must be pre-approved one week prior by counselor or academy administrator;
- Observance of religious holidays;
- Situations beyond the control of the student; and
- Other circumstances that cause reasonable concern to parent/guardian for the student's safety or health.
- Other reasons as approved by the Superintendent or designee.

Per Illinois State law excused absences will still count as absent in calculating average daily attendance (ADA).

Students with excessive unexcused absences may be excluded from extra-curricular activities including clubs, athletics, and school social events.

Religious Holidays: In the event of an absence for observance of a religious holiday, students will be given an equal opportunity to make up any schoolwork requirements missed due to the absence. Students will be granted excused absence status to participate in religious exercises under the following conditions:

- The religious activity is being held during school hours, and
- The parent/guardian provides written notification or a phone call to the attendance clerk the day prior to such a religious holiday.

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 8:00 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.

RTHS Attendance Office Telephone Numbers:

STEM Campus	FAC Campus
708-679-5818	708-679-3170
708-679-5826	708-679-3135
708-679-5600 (Main Office)	708-679-3000 (Main Office)

F. Tardiness

Punctuality is a trait which a good school citizen exhibits each day. Students are required to arrive on time for each of their classes. Students must be in their chairs and ready to learn when the class starts to be considered on time. Repeated tardies will result in appropriate disciplinary action.

Students will be counted as absent for class if they miss more than half of the allotted class time. A third tardy in

any class will result in an unexcused absence and a loss of test exemption for that class. The administration will make the final determination whether the tardy is excused or unexcused based on individual situations.

Repeated tardiness may also result in disciplinary actions and loss of privileges, including:

- Conference with Parent/Guardian
- Conference with Dean/Administrator
- Referral to MTSS or other intervention
- Detention/In-school suspension; or
- Social probation/loss of privileges.

Level 1: (TARDY 1 or 2) Warning - Contact Parent (auto dial or notification) – Documentation occurs on Power School. Teacher and Attendance clerk Office 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. Parents will also be sent an email, if an email address is on file.

Level 2: (TARDY 3 or 4) Contact Parent (auto dial). Teacher and Division Leader contacts home (email, or phone call) and documents on Power School Log.

Level 3: (TARDY 5 or 6) 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: (TARDY 7 or 8) The Dean refers to PPS and/or MTSS department. The Dean may recommend the student to see a counselor/social worker. Parent contacted per letter/phone call.

G. Entering and Leaving the Building During School Hours

Students should plan to arrive to school ten to fifteen minutes before their first class. Students who are late to any class will receive a tardy unless it is determined that the tardy was the result of a late bus. Students MUST stay on school grounds once they arrive, unless they have a signed Flexible Dismissal Waiver on file. Students can pick up a Flexible Dismissal Waiver form in the Culture and Climate office. Students who violate these procedures will be subject to disciplinary action.

Students who do not have a signed Flexible Dismissal Waiver on file but who otherwise need to leave the building early shall obtain permission from their parents first and then from the Attendance Office. These students must scan out and have a parent, guardian, or an authorized person with a valid state I.D. "sign out" in the Attendance Office. If a parent, guardian, or an authorized person is not available in person, written authorization for the student's release must be given to the Attendance Office 24 hours in advance.

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.

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 scan in or sign-in at the attendance office. Students who violate these procedures will be subject to disciplinary action.

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.

H. 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 more than five percent of the past 180 regular attendance school days (10 5ILCS 5/26-2a). Disciplinary action related to truancy may be taken, provided, however, that no student shall be subject to punitive action for chronic and habitual truancy as that term is defined in the Illinois School Code, unless available supportive services and other school resources have been provided to the student.

A student who is absent from school for an unexcused reason for a full school day or half of a school day per the student's schedule is considered truant. Following the accumulation of six (6) unexcused absences, 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 arrange 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 has had seven to nine unexcused absences, the following interventions may occur:

- A letter will be sent home detailing the attendance policy
- Home visits
- Parent/guardian contact
- School official conference with parent/guardian
- Direct conversation with student by a member of the Student Services Team
- Referral to outside support services
- School-based support services
- Disciplinary consequences

Students with more than nine (9) undocumented absences are considered chronic or habitually truant and may receive any of the above interventions or a truancy referral to the Regional Office of Education.

A student is considered chronically truant when supportive services, including those listed above, as well as preventative, diagnostic, intervention, and remedial services, alternative programs and other school and community resources, have been provided and have failed to result in the cessation of chronic truancy, or have been offered and refused. After 15 unexcused absences, the chronically truant student may be expelled for non-attendance if the student either cannot be located or the District has exhausted all available support services to compel the student's attendance.

I. Transportation

Free bus service is provided to students who live more than 1.5½ miles from their school campus. Parents/guardians whose student attended regularly scheduled day-time classes as a full-time student in the District may seek reimbursement from the State Board of Education for costs incurred in transporting their child to and from school during the school year if the District did not provide free transportation and the child lived 1.5 miles or more from school, or the child lived less than 1.5 miles from school but faced a serious hazard due to vehicular traffic when walking to school. To claim this reimbursement, parents/guardians must submit a claim form that is available by March 1st at the main office. Parents/guardians who receive full transportation reimbursement through some other appropriation or state agency are not eligible for this reimbursement. In the event the parent/guardian and the school official disagree as to the parent's/guardian's eligibility, or if the parent /guardian believes the State's reimbursement is inaccurate, the parent/guardian may utilize the dispute resolution procedures established by the State Board of Education.

Students should be ready to board the bus at the arrival and departure times with their ID displayed. The Student Code of Conduct applies on the bus stop and on the bus ride to and from school. 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. Students must carry their student ID at all times and presented it each day to the bus driver. The District will determine bus routes and students may select the bus stop nearest their home.

For students that are required to travel between campuses to meet academic requirements, transportation shuttles will be provided. These students may be required to tap on and off the bus. Shuttles are provided for students who have classes at both campuses only. Any student who rides the shuttle without authorization will be subject to disciplinary consequences. Students that abuse the privilege of traveling, may lose this opportunity and their schedule will change to reflect one campus. Students are not permitted to drive their own vehicle nor ride with an individual between campuses during regular school hours.

After- school transportation will be provided for students who will travel between campuses for athletics and/or activities. The Student Code of Conduct applies to any travel time for academic or athletic purposes. Transportation from campus to home should always occur from the home campus.

J. Lockers

Each student is assigned a hall locker with a combination lock. The ownership of the locker is maintained by the 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.

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. See Board Policy 7:140, Search and Seizure. 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 lost, damaged, or stolen items if students share lockers or their locker information.

K. Parent-Teacher-Student Organization

Membership in the Parent-Teacher-Student Organization (P.T.S.O.) is open to all students and parents of the

District. Each family is encouraged to participate.

L. Lunch and Lunch Program

Rich Township High Schools have a closed lunch policy. Students are not permitted to leave campus for lunch under any circumstances. This action has been taken to provide an additional measure of protection and security for all students.

The District's cafeterias are open from mods 9 through 18. Students may utilize the cafeteria during their flex time. Students in 10-12th grade should utilize flex time to visit the cafeteria. Students in grades 10-12 will not have an identified time on their schedule for lunch. Students may not occupy the cafeteria during their instructional periods. The cafe seats over 400 students and has many new amenities.

All students may receive a free breakfast and lunch daily. No applications are needed for meals. Students must scan their ID to receive a breakfast or lunch.

All students need to prepay for all a la carte items (for items beyond the school-provided lunch) and snacks by depositing money into their meal account at www.myschoolbucks.com. Students must maintain a positive balance on their lunch account. No cash or credit cards will be accepted in the breakfast, lunch, or snack lines.

Parents are discouraged from delivering food to students during the school day. Outside food and third-party deliveries (Uber Eats, Door Dash, etc.) is strictly prohibited.

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.

M. School Wellness

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. 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. Specific information on can be found in Board Policy 6:50, *School Wellness*.

N. 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 at each campus.

O. 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 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.

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.

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.

P. Student Dress

Students are expected to dress in an appropriate manner, respectful of the purpose of the school and those around them. Students are prohibited from wearing clothing with symbols, pictures, or messages that promote illegal substances, or promote violence, or are obscene or that have the potential for disruption or danger or disrupt the educational atmosphere.

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, 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 words/images or that creates a disturbance to the educational process (e.g. displays or condones anti-social, immoral, or illegal behavior, or promotes or condones alcohol, tobacco, marijuana, 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 backpacks 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.
8. 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).

Q. 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/ administrative 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 and/or towed.
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. Cars must be locked while parked and 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 of exclusionary discipline.
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 result 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.
16. Students are not allowed to drive between campuses during instructional time
17. 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.
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 30. Improper use of vehicles on District 227 property may also result in the revocation of parking privileges.
 31. 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.
 32. Students are not allowed to drive between campuses during instructional time.

R. ScholarChip ID Cards

ScholarChip uses ID smart cards to allow students to “scan in” to class as a way to record their presence in the class. The District uses ScholarChip in large groups, classrooms, common areas and activities. Attendance is captured when students scan their school issued ID onto a computerized reader. When a student scans their ID card, the system displays a photo of the student and will display the time of the scan in green. The attendance is then sent to PowerSchool. Students will be given an ID card, a plastic sleeve for the card to be placed in and a lanyard. These are to protect the ID card. Students must have their ID on their person at all times, and present it when asked by a staff member.

Students must “scan in” to be counted as present in classes; if they do not scan in they will be marked absent. Students are responsible for ensuring that they are scanned in as teachers and/ or the attendance office cannot change the attendance taken by ScholarChip. If a student does not have their ID card with them to scan in, they will receive an unexcused absence for that class, a teacher and/or the attendance office cannot mark them present if they are missing their ID card. Reminder- an unexcused absence in a large group will result in the loss of test exemption in the base class.

If an ID card, plastic sleeve or lanyard is lost, defaced or damaged, the student may be responsible for purchasing a replacement. ID cards are \$10, plastic sleeves are \$1 and can be purchased in the designated area. The first two times that a student loses their ID, the ID will be replaced for free. After two replacement ID have been issued to the student, the student will be responsible for paying the \$10.00 replacement fee. A replacement ID cannot be charged until the previous lost charge has been paid (i.e. if a student is on the third replacement ID, the previous ID will need to be paid before the replacement will be given to the student). Only four temporary IDs will be provided to the student per quarter. Lanyards may be purchased from the designated area or from any other store of your choice. ID cards cannot have holes punched in them to fit on a lanyard or other carrying device. This will interfere with the scanners and the computers will not read the ID card, thus resulting in an unexcused absence.

Bus drivers may request students to show their ID 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. ID Cards will also be used to check out library books and textbooks. Failure to present one's ID card when requested by a school official will result in a disciplinary action to the Dean's Office.

S. School Dances

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 minimum 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.

T. Prom

A student must be classified as a Junior or Senior in PowerSchool to attend Prom, with at least 12 earned credits. 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.

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.

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 from the start of school year until the date of the Prom may not attend Prom. Students must have Average Daily Attendance (ADA) of 90% or better when calculated from the first day of school in August to the last school day of April. The administration reserves the right to approve any student attending the Prom based on individual attendance and/or discipline issues.

U. Visitors to School Property

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 present a state issued ID and sign in for a visitor pass at the main entrance of the building.

III. STUDENT HEALTH

A. Medical Requirements for Current Students

Illinois-mandated health requirements that are established for the health and safety of all students are enforced by the District.

Ninth grade students must provide proof of a physical examination by a licensed medical provider, completed within one year of August 1, 2021. Proof of the examination must be submitted by October 15, 2021. Ninth grader students must also provide proof of a dental examination, completed within the past 18 months by May 15 of the current school year. Students who are unable to complete the dental examination requirement due to financial burden or lack of access to a dentist may request a waiver. The waiver form is available from the school and must be submitted by May 15 of the current school year.

Twelfth grade students must provide proof of receiving two doses of the Meningococcal (meningitis) vaccine. If the first dose was given after age 16, only one dose is required. All students entering 12th grade also must show proof of receiving one dose of the Tdap vaccine. Proof of vaccinations is due by October 15 of the current school year.

The Illinois Department of Public Health physical examination forms will be made available at each home campus. It is also included in the registration packet. The physical examination form must be completed and signed by a medical provider. The State of Illinois Certificate of Child's Health Examination form is due no later than October 15th, of the current school year. Students will be excluded from school starting on October 16th of the current school year until the physical form has been completed and submitted. Students who have an appointment for their physical after the due date may submit a copy of their appointment card to avoid exclusion. Students who are unable to receive vaccinations or are exempt from vaccinations due to a religious exemption must submit verification, signed by the treating medical professional, by October 15 of the current school year.

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:

- Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
- Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.).
- Is otherwise authorized by Board policy.

B. Medical Requirements for Transfer Students

Students new to the District who register after October 15th of the current school year will 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 be excluded from school until the District receives proof of compliance.

Any student transferring from out-of-state and enrolling for the first time in Illinois must provide evidence of an eye exam by October 15th of the current 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 the current school year.

C. Vision and Hearing Screenings

Prior to conducting any vision or hearing 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. Vision and hearing screenings are conducted annually.

D. 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 is required for all medications.
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) is also required.
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.

Additional information is available in Board Policy 7:270, Administering Medicines to Students. The 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.

Students with an asthma action plan, an Individual Health Care Action Plan, an Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form, a Section 504 plan or a plan pursuant to the Individuals with Disabilities Education Act may self-administer any medication required under those plans if the student's parent or guardian provides the District with both written permission for the student's self-administration of medication and written authorization from the student's healthcare provider for the student to self-administer the medication. The self-carry section of the Authorization to Administer Prescription Medications form must be completed to allow self-carry and self-administration. No other students may carry or self-administer prescription or non-prescription medication. Parents/guardian must provide the prescription label for the medication, which must contain the name of the medication, the prescribed dosage, and the time or times at which or the circumstances under which the medication is to be administered. The District will work with each parent/guardian and student to develop an emergency action plan for each student who self-administers medication, pursuant to 105 ILCS 5/10-22.21b(c).

The District, each 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 a student's self-administration of any medication pursuant to a student's authorized self-administration of medication plan (i.e., IEP, Section 504 plan, Individual Health Care Action Plan, asthma action plan, or Illinois Food Allergy Emergency Action Plan and Treatment Authorization Form). Parents/guardians must 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 a claim based on willful and wanton conduct, arising out of the self-administration of medication by a student.

Public Act 97-0361 allows schools to voluntarily maintain a supply of undesignated emergency epinephrine auto-injectors (e.g. EpiPens) voluntarily. Undesignated epinephrine injector means an epinephrine injector prescribed in the name of the school. The school nurse or any other trained employee may administer undesignated epinephrine to any student that he or she, in good faith, believes is having an anaphylactic reaction. The District will provide notice to the student's parent/guardian (or emergency contact, if known, after the administration of an epinephrine injector.

If a student is injured or harmed from the administration of epinephrine that was obtained under the Act and administered in compliance with the Act, the school and its employees will not be held responsible for the injury unless the epinephrine was administered with a conscious disregard for safety. 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

undesigned), or an opioid antagonist.

E. 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.

F. Suicide Awareness and Prevention

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

G. 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. See Board Policy 7:185, Teen Dating Violence Prohibited for more information. 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.

Consequences for students involved in teen dating violence may include:

- Conference with Dean/Administrator,
- Behavior contract;
- One or more assigned Interventions; and/or
- Participation in Restorative Justice;
- Referral for social work services,
- Up to a ten-day out-of-school suspension; and/or
- Referral to local law enforcement; and/or
- Recommendation for expulsion

IV. ACADEMIC PROGRAMS

A. Flexible Scheduling

The District converted from a traditional seven period day to a flexible-modular (flex-mod) schedule in the 2020-2021 school year. The flex-mod schedule is a customized schedule that is used to meet the needs of students and to allow for students to have brain breaks throughout the day.

In practice, this means flexible class times and varied student groupings. The schedule is made of modules ("mods") of time – consisting of 20 minutes each. Classes will meet from one to four mods, in small groups, large groups and applied labs. Classes can meet any number of days per week and for different numbers of mods each time. With a Flex Mod schedule, teachers and students can enjoy a variety of class types – large and small group sessions, labs, and personal or individual learning time. There are no bells with the flex-mod schedule. The student will receive a schedule that will be consistent week after week.

Here is the structure of the flexible modular schedule:

MOD	TIME		MOD	TIME
Mod 0	7:30 - 7:50		Mod 13	11:50 - 12:10
Mod 1	7:50 - 8:10		Mod 14	12:10 - 12:30
Mod 2	8:10 - 8:30		Mod 15	12:30 - 12:50
Mod 3	8:30 - 8:50		Mod 16	12:50 - 1:10
Mod 4	8:50 - 9:10		Mod 17	1:10 - 1:30
Mod 5	9:10 - 9:30		Mod 18	1:30 - 1:50
Mod 6	9:30 - 9:50		Mod 19	1:50 - 2:10
Mod 7	9:50 - 10:10		Mod 20	2:10 - 2:30
Mod 8	10:10 - 10:30		Mod 21	2:30 - 2:50
Mod 9	10:30 - 10:50		Mod 22	2:50 - 3:10
Mod 10	10:50 - 11:10		Mod 23	3:10 - 3:30
Mod 11	11:10 - 11:30		Mod 24	3:30 - 3:50
Mod 12	11:30 - 11:50		Mod 25	3:50 - 4:10
			Mod 26	4:10 - 4:30

Here is an example of a student schedule:

	A	B	C	D	E	F
1	TIME	MONDAY	TUESDAY	WED	THURSDAY	FRIDAY
2	7:30-7:50	Pre-AP English 9	Pre-AP Algebra 1		Pre-AP Algebra 1	Pre-AP English 9
3	7:50-8:10	Large Group (LMC)				
4	8:10-8:30	Pre-AP Art				
5	8:30-8:50		Pre-AP Biology		Spanish 1	Spanish 1
6	8:50-9:10					
7	9:10-9:30	FLEX			Health	FLEX
8	9:30-9:50	ADVISORY	FLEX	ADVISORY		ADVISORY
9	9:50-10:10		PE			
10	10:10-10:30	Pre-AP Algebra 1		Pre-AP English 9	Pre-AP Biology	Pre-AP Algebra 1
11	10:30-10:50				Large Group (A205)	
12	10:50-11:10		FLEX		FLEX	
13	11:10-11:30	Health	FLEX	Pre-AP World History	LUNCH	LUNCH
14	11:30-11:50		FLEX		Pre-AP World History	FLEX
15	11:50-12:10					PE
16	12:10-12:30	LUNCH	LUNCH	FLEX		
17	12:30-12:50	FLEX	Pre-AP English 9	LUNCH	PE	
18	12:50-1:10	Pre-AP Biology		Spanish 1		FLEX
19	1:10-1:30					Pre-AP World History
20	1:30-1:50			FLEX	Pre-AP Art	
21	1:50-2:10		Spanish 1	Pre-AP Art		
22	2:10-2:30	Spanish 1				
23	2:30-2:50		Pre-AP World History			
24	2:50-3:10		Large Group (D160)		FLEX	Pre-AP Biology
25	3:10-3:30	FLEX	FLEX	FLEX		

Junior and senior students' class schedule may require travel between the STEM and the Fine Arts & Communication campuses. Each of the campuses are the host to our specialized courses that are a part of a career pathway and an Academy.

During Flex time students are encouraged to participate in activities such as intervention, enrichment, extracurricular activities, or have lunch. Increased structured schedule will be provided to students who have difficulty with adhering to school expectations or abusing schedule flexibility.

B. Academic Labs

Academic Labs are also known as student tutorial or learning centers. Math, English, Science, Foreign Language, and Social Studies will have licensed staff for tutorial assistance throughout the school day for students to utilize. All students will have a certain amount of time each day when they are not scheduled into classes. This time is called "Flex Time." During this independent study time students should make decisions about how to best utilize the time to meet their responsibilities. They may work in the Academic Labs on class assignments or on materials of personal interest. If a student is behind in school work, in jeopardy of failing a class, or needs assistance with behavior management they may be assigned to mandatory attendance in an Academic Lab. Attendance to academic labs is mandatory and failure to attend will be considered a violation of the attendance policy.

C. 2021-2022 INSTRUCTIONAL PROGRAMS

Campus	STEM	FAC
Focus	Science, Technology, Engineering & Math	Arts, Business & Communication
Academies	Health, Family & Consumer Science Technology & Engineering	Fine Arts Business Communication
Cores	English, Math, Science, Social Studies, Physical Education, Art, Music and World Languages	
High Access Courses	Culinary Arts Automotive Technology Microsoft Technology	Culinary Arts Automotive Technology Microsoft Technology
Specialty Programs	BELIEVE ELL	ALPHA Transition
Levels	General Education & Special Education, Pre-Advanced Placement (Pre-AP), Honors, Advanced Placement (AP)	

The following programs will default to a campus designation based on the Campus Program offerings:

STEM Campus	FAC Campus
Multilingual (ELL) BELIEVE	Navy National Defense Cadet Corps (NNDCC) STAR ACADEMY International Baccalaureate (IB)

Students who are interested in the above programs will automatically be assigned to the respective campus.

Increased structured schedule will be provided to students who have difficulty with adhering to school expectations or abusing schedule flexibility.

1. International Baccalaureate (IB)

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end, the organization works with schools, governments, and international organizations to develop challenging programs of international education and rigorous assessment. These programs encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

The IB program provides a detailed and developmentally appropriate curriculum or curriculum framework that is broad, balanced, conceptual and connected.

IB programs offer students access to a broad and balanced range of academic studies and learning experiences. They promote conceptual learning, focusing on powerful organizing ideas that are relevant across subject areas, and that help to integrate learning and add coherence to the curriculum. The programs emphasize the importance of making connections, exploring the relationships between academic disciplines, and learning about the world in ways that reach beyond the scope of individual subjects. They also focus on offering students authentic opportunities to connect their learning to the world around them. The programs are all underpinned by a shared focus on international-mindedness and developing the attributes of the IB learner profile.

The IB program is only offered at our Arts and Communication campus.

2. Navy National Defense Cadet Corps (NNDCC) Program

The Naval Service Training Command prescribes the courses for naval science for NJROTC units that comprise the 3 or 4-year curriculum. The naval science program is constructed to include academic classroom sessions and activity periods per week. Requirements for eligibility of the NNDCC Program are as follows:

- Be enrolled in and attending a regular course of instruction in a grade 9 through 12 at the school hosting the unit.
- Be above 14 years of age.
- Be physically qualified to participate in the school's normal physical education program and in all NNDCC activities.
- Be selected by the NNDCC instructor with the approval of the school principal or his/her representative.
- Maintain acceptable standards of academic achievement and an academic standing that warrants at least normal progression leading to graduation.
- Maintain acceptable standards of conduct.
- Comply with specified personal grooming standards. Common sense and good judgment apply to the attainment of these standards. Standards will not be relaxed so as to reflect disgrace on the naval service.

Some of the benefits to enrolling in the NNDCC program are:

- NNDCC provides the opportunity for secondary school students to learn the basic elements and need for national security and their personal obligations as Americans.
- The program enhances the image of the military in the eyes of the community by providing a chance for success to the nation's youth.
- While the training is along military lines, it is conducted so as to encourage initiative and individuality to develop natural gifts, to teach self-control, develop personal character, responsibility and qualities of integrity, loyalty, and dedication.
- Cadets derive self-esteem from belonging to NNDCC.
- The values, principles, and self-discipline taught in NNDCC promotes positive, productive behaviors and provides a support structure that is critical in helping cadets avoid the use of drugs.
- The NNDCC program is motivational in encouraging cadets to graduate from high school.
- Cadets presenting evidence of successful completion of at least 3 years of NNDCC are entitled to advanced promotion to pay grade E-3 upon initial enlistment in an active or reserve component of the Navy, or Air Force, and pay grade E-2 in the Army or the Marine Corps.
- Cadets accepted for enlistment, who provide evidence of successful completion of 2 years of a NNDCC program are entitled to be enlisted in the Navy in pay grade E-2.

- Senior Naval Science Instructor is authorized to nominate a maximum of three eligible cadets each year to compete for U.S. Naval Academy appointments.
- Administrators of host schools that are designated as Distinguished Units with Academic Honors may nominate three eligible NNDCC cadets as candidates for appointment to the U.S. Naval Academy, U.S. Military Academy, and U.S. Air Force Academy in addition to the three nominations above to the U.S. Naval Academy.

The NNDCC program is housed at our Fine Arts & Communication campus.

3. STAR ACADEMY

The Rich Township High School District 227 Star Academy is a non-traditional, project-based learning program. The program is designed to immerse students in core courses through a hands-on, project-based curriculum that re-engages them towards academic success.

Star Academy is ideal for disengaged students who are credit-deficient, but the program is open to all students. Students can choose to attend or be referred for admission into the program.

A differentiated instruction plan that identifies individual success pathways for college and career will be created for each student. The success pathways include Star Academy, ICAPS, Work Internship, Business Incubator, or Credit Recovery.

STAR Academy is housed at our Fine Arts & Communication campus.

D. Physical Education

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. See Board policy 7:260, Exemption from Physical Education for more information.

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 gym shoes.

Gym Uniform Cost: \$14.00 (\$7.00 Shirt, \$7.00 Shorts)

E. Media Center

Media Center hours are from 7:30 a.m. – 4:00 p.m. Monday through Friday. Students may use the Media Center at any time during these hours provided they are within their flex time and not scheduled for class. Before or after school hours may change due to special school activities or functions.

In order to check out materials from the Media Center, ScholarChip I.D. cards will function as library cards. When a student wishes to check out books, he/she must scan their I.D. Card with 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 scan 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. Please see the District's Acceptable Use policy and procedures for more information on use of the District's computers and electronic network.

F. Instructional Materials

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.

V. Academic Information

A. Graduation Requirements

1. Classes of 2022 & 2023- 22 CREDITS

The following defines current graduation requirements, as approved by the District 227 Board of Education for the Classes of 2022 and 2023.

The minimum number of credits for graduation is 22. Of the required credits, 18½ credits must come from the specific listing below:

English	4 Credits	English 9 English 10 English 11 (½ credit Composition, ½ credit Literature) English 12 (1 credit from approved English courses)
Social Studies	3 Credits	United States History History of World Civilizations Civics, American Government or AP US Government and Politics Social Studies elective (½) Civics (½) is required for graduation. This requirement can be met through Civics, American Government, or AP US Government and Politics **Students must pass constitution test
Math	4 Credits	Algebra I Geometry Math Courses
Science	2 Credits	Lab Sciences are recommended for college-bound students
Physical Education	3 ½ Credits	½ credit per semester of on-campus attendance except for attendance in driver education classroom, 10th grade health, or as identified in Policy 5128
Health	½ Credit	Health
Art, Music, Foreign Language, Career and Technical Education	2 Credits	
Consumer Education	½ Credit	Meet state requirement through one of the following: AP Economics, Macroeconomics, Microeconomics, Consumer Economics, Business Concepts, Economics <i>Starting with the class of 2021 (518/519) Consumer Economics will be a year-long course.</i>

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.

Students are on pace for graduation when the following requirements have been met in the 2021-2022 school year:

- **Sophomore-** A student must have earned 5 credits, including successfully passing 1 credit of English, 1 credit of Math and 1 credit of Science
 - **Junior-** A student must have earned 10 credits, including successfully passing 2 credits of English, 2 credits of Math, 2 credits of Science and 1 credit of Social Studies.
 - **Senior-** A student must have earned 16 credits, including successfully passing 3 credits of English, 3 credits of Math, 2 credits of Science and 2 credits of Social Studies. Students must have taken the SAT Exam.
2. Class of 2024 and Beyond: Beginning with the class of 2024, and beyond: The following defines current graduation requirements, as approved by the District 227 Board of Education beginning with the Class of 2024:

Content Area	Credits	Courses... All Students Must (Take)...
English	4 credits	Pre-AP English 9 Pre-AP English 10 English 11 English 12
Social Studies	3 credits	Pre-AP World History and Geography Civics or American Government History of World Civilizations US History
Math	3 credits	Pre-AP Algebra Pre-AP Geometry 1 Other Math Course
Science	3 credits	Pre-AP Biology Pre-AP Chemistry 1 Other Science Course
Physical Education	3.5 credits	
Health	½ credit	Health
Art, Music, World Languages, and CTE electives	6.5 credits	
College and Career Pathway		Declare a career pathway.
Consumer Education		One of the following courses to fulfill the state requirement: Business Concepts, Economics or Personal Finance
Service Learning	---	Earn 40 hours doing community service.
Future Ready	---	At least one course where they have the opportunity to earn a college credit: AP, Dual Enrollment, Dual Credit.
Student Portfolio	---	Complete a student portfolio that minimally includes: a resume, a personal statement, and a completed FAFSA/RISE.
Extra-Curricular Involvement	---	All students must participate in at least one athletic or extra-curricular activity.
Other Requirements		All students must sit for Spring State Assessment (SAT). All students must pass the Constitution Exam.
TOTAL	24 credits	

Students are on pace for graduation when the following requirements have been met in the 2021-2022 school year:

- **Sophomore-** A student must have earned 6 credits, including successfully passing 1 credit of English, 1 credit of Math and 1 credit of Science.
- **Junior-** A student must have earned 12 credits, including successfully passing 2 credits of English, 2 credits of Math, 2 credits of Science and 1 credit of Social Studies.
- **Senior-** A student must have earned 18 credits, including successfully passing 3 credits of English, 3 credits of Math, 2 credits of Science and 2 credits of Social Studies. Students must have taken the SAT Exam.

B. 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.

C. 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.

D. 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.

E. Make-Up Work

Make-up work is defined as work assigned during a student's absence. The allowance of make-up work is critical in fulfilling the expectations of a course. Students will be provided an opportunity to complete make up work and are highly encouraged to do so. 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 one 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.
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.

F. 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. The highest grade earned for a repeated course will be the only grade displayed on the transcript.
4. Credit will be granted only once except as noted: Music, Physical Education.

G. Student-Initiated Class Withdrawals

A student may initiate a request for withdrawal from a course during the first five (5) days 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.

H. 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.

I. Courses Taken 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.

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 parents.
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.

J. Grade Reports to Parents

Reports are issued every nine weeks (four times a year). The letter grades A, B, C, D, and F are 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/Guardians: Notices to parents/guardians 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.

K. Honor Roll Recognition

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

1. Subject matter grades will be averaged in ALL courses.
2. A student must be receiving letter grades in three or more classes.
3. Students will be recognized as follows:

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

L. 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/guardians agree to take good care of all books and to pay the amount assessed in the event that the 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.

Students who are unable to pay for rental of books may be eligible for a waiver. Please see the fee waiver section for more information.

M. 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.

N. 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 expectations 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.

O. Attendance at Graduation Ceremonies

1. The graduation ceremony is a privilege, not a right. Therefore, any student, who has received an 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 the ceremony. For all seniors meeting the requirements, it is expected that they will participate in the graduation rehearsals and final ceremonies. Application for absentia graduation must be made in writing to the building principal by May 1.
2. 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 four years of high school, qualifies for a certificate of completion after the student has completed four years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

P. 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.

The deadline is November 15 for students wishing to apply for early graduation 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.

Q. **Diplomas for Early Graduation and Summer Seniors**

These 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.

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.

R. **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.

VI. **STUDENT SERVICES**

A. **Multi-Tiered System of Supports**

1. Multi-Tiered System of Supports (MTSS) is an approach for redesigning and establishing teaching and learning environments that are effective, efficient, relevant, and durable for all students, families, and educators. 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. Rich Township School District strives to help all students be successful in all facets including academics and behavior. For some students this may require extra support. The MTSS support systems are created to allow every student to meet high expectations, with the goal of increasing academic performance for all students through personalized help from faculty, staff and parents. This support is intended to be personal, responsive to the individual student's specific needs, and timely.

MTSS involves an education process that matches instructional and intervention strategies and supports 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:

- a. 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.
- b. 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.
- c. 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.

Each campus has implemented a multi-tier model of educational resource delivery, including Multi-Tiered System of Supports Problem Solving Team. 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.

Parents/guardians of students recommended for intervention under the District's MTSS model will receive notification and will be provided all data collected and reviewed by the school with regard to their student's participation in the MTSS process. Please contact the Associate Principal for specific information regarding

campus implementation.

2. Teacher Support - Often the best source of academic support is going directly to the teacher. The staff offers various ways for students to obtain group and/or individual support. Teachers often will set up times during the day or after school, when individual schedules allow, to support students as well. Please make the classroom teacher the first point of contact if your child needs extra support in a subject area.
3. Academic Support Center – Each school has an academic support center that students can access throughout the day. The majority of students have a minimum of 20-minutes within their school day to access extra support in the school's Academic Support Center. Please inquire with the student's counselor on how to access the Academic Support Center in each school.

B. Special Education Screening Procedures

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.

C. Special Education

1. Provision of a Free and Appropriate Public Education

The District provides a continuum of special education services available to District students. The District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all students with disabilities enrolled in the District, as required by the Individuals with Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. The term "children with disabilities," as used in this policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education's Special Education rules, that special education services are needed.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA, if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to students with disabilities provided in the Illinois State Board of Education's Special Education rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), and representation by counsel, and a review procedure. A copy of the Illinois State Board of Education Notice of Procedural Safeguards for Parents/Guardians of Students with Disabilities is available upon request in English or the parent/guardian's native language.

The District may maintain membership in one or more cooperative associations of school districts that shall assist the School District in fulfilling its obligations to the District's disabled students. If necessary, students may also be placed in nonpublic special education programs or education facilities, as determined by the Individualized Education Plan.

Inquiries regarding the identification, assessment, and placement of students with special education needs may be directed to Dr. Iyuna Harris at 708-679-5640.

2. Behavioral Interventions

Students with disabilities will be disciplined in compliance with federal and state law, as well as Board Policy 7:190, Student Behavior, and Board Policy 7:230, Misconduct of Students with Disabilities. Neither isolated time out, time out, nor physical restraint may be used to discipline or punish a student. Where isolated time out, time out, or physical restraint has been utilized with a student, parents/guardians will written receive notice via the designated ISBE form. The District will make a reasonable attempt to notify the student's

parent/guardian on the same day the isolated time out, time out, or physical restraint is used.

3. Service Logs

Under the Individuals with Disabilities Education Act, the District must provide students with disabilities with appropriate special education and related services to address their educational needs. If a student receives related services from the District through their Individualized Education Program (“IEP”) document, such as occupational therapy, physical therapy, school social work, school counseling services, school psychology services, nursing services, and speech and language therapy, the parent/guardian may request copies of related service logs developed and maintained by the District for their student. These related service logs include information regarding the type and duration of related services administered to their student.

4. Draft Documents

Parents/guardians are entitled to receive copies of all written materials that will be considered at a meeting to determine their child’s eligibility for special education and related services or to review their child’s IEP meeting. Parents/guardians have the right to choose from available delivery methods, including regular mail and picking up the materials at school, to receive these documents. These written materials will be provided to the parent/guardian no later than three school days prior to the eligibility or IEP meeting, or as soon as possible if an IEP meeting is scheduled within three school days with the written consent of the parent or guardian.

5. Compensatory Services

In the event that the District is unable to provide a required related service within 10 school days of the initiation of a student’s IEP, the parent/guardian will receive written notification that those services have not yet been administered, as well as information regarding the ability to request compensatory services.

6. Interpreter Services at IEP Meetings

Parents/guardians of a student eligible for special education have the right to request a District-provided interpreter at their child’s IEP meetings. Interpreters are available to parents/guardians whose native language is a language other than English or who are deaf. The District-provided interpreter may be a District employee or a third-party vendor, including a telephonic interpreter. For IEP meetings only, the interpreter must have met ISBE’s “qualified interpreter” requirements. The parent/guardian may also request the District-provided interpreter serve solely as the interpreter during the IEP meeting, rather than serving in multiple roles (e.g., interpreter and special education teacher). The District will make reasonable efforts to fulfill this request.

To request an interpreter, request additional information about interpreter services, or to file a complaint about the District’s provision of interpreters, please contact Dr. Lyuna Harris at 708-679-5640.

7. 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.

VII. STUDENT CONDUCT, BEHAVIOR AND DISCIPLINE

A. Student Rights and Responsibilities

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.

1. Student Responsibilities:

- To become informed of and adhere to reasonable rules and regulations established by the Board of Education and implemented by school administrators and teachers.
- To respect the rights and individuality of other students, school administrators and teachers.
- To refrain from libelous, slanderous remarks and unnecessary obscenity in verbal and written expression.
- To dress and groom in a manner that meets reasonable standards of health, cleanliness and safety.
- To be punctual and present in the regular or assigned school program to the best of one’s ability.
- To refrain from gross disobedience or misconduct or behavior that materially and substantially disrupts

the educational process.

- To maintain the best possible level of academic achievement.
- To respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school sponsored activities.

2. 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.

3. When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in this Handbook and Board Policy 7:190, *Student Behavior*, whenever the student's conduct is reasonable related to 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 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

B. **Conflict Resolution**

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.

Rich Township also employs a Uniform Grievance Procedure. A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that he/she has experienced harassment or discrimination, as described in Board Policy 2:260, *Uniform Grievance Procedure*, to report a complaint including, but not limited to 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.
- Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
- 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
- Provisions for homeless students

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. Please see Board Policy 2:260 for specific information on the Uniform Grievance Procedure or please contact the District's Complaint Managers or Non-Discrimination Coordinator.

Nondiscrimination/Title IX Coordinator:

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

Complaint Managers:

Dr. Kim Waller Assistant Superintendent of Human Resources 20550 Cicero Avenue Matteson, IL 60443 Email: kechols@rich227.org 708.679.5741	Dr. Stephen Bournes Asst .Superintendent of Educational Services 20550 Cicero Avenue Matteson, IL 60443 Email: sbournes@rich227.org 708.679.5872
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C. 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.

D. Bullying

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 non-school-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.

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.

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.

Nondiscrimination Coordinator:

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

Consistent with federal and State laws and rules governing students privacy rights, the parent(s) guardian(s) of every student involved in an alleged incident of bullying will be informed and invited to discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

A reasonable effort will be made to investigate and address reports of bullying, 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.

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.

E. Prohibited Student Conduct

In compliance with Board Policy 7:190, Student Behavior, 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 any illegal drug or controlled substance, anabolic steroids, performance-enhancing substances, prescription drugs not prescribed for the student, inhalants, look-alike or counterfeit drugs, or drug paraphernalia.
4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of Board Policy 7:190.
5. Using a cellular phone, video recording device 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
6. 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.
7. 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.
8. 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.
9. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning), and sexual assault.
10. Teen dating violence, as described in Board Policy 7:185, Teen Dating Violence Prohibited.
11. Causing or attempting to cause, damage to, or stealing or attempting to steal another person's personal property.
12. Entering school property or a school facility without proper authorization.
13. 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.
14. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.
15. 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 pledge to become a member.
16. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.
17. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
18. 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.

19. 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.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to:
 - a. Be a threat or an attempted intimidation of a staff member; or
 - b. Endanger the health or safety of students, staff, or school property.
21. Using or possessing a laser pointer unless the student: (1) has express authorization by a staff member; (2) is using the laser pointer in the context of instruction; and (3) is under a staff member's direct supervision when using the laser pointer.

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 produce 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

F. Physical Altercations

The vision of the District is to provide a foundation of opportunities for our students to thrive. Student safety is a top priority. Threats to the physical safety of other students is not acceptable. Students may receive a consequence for participation in any altercation.

In order to ensure that our students are learning in safe and orderly learning environments, District 227 is implementing a change in procedures for students who engage in physical altercations.

Any student who has a physical altercation and whose continuing presence in school poses a threat to school safety or a disruption to other students' learning opportunities will be issued the following consequences:

1. The student's parents will be notified and the student will be immediately removed from the educational environment. Appropriate discipline will be determined on a case-by-case basis.
2. The school will schedule a parent meeting and require a re-engagement plan before the student can return to school.

Students with disabilities will be disciplined in accordance with Board Policy 7:230, Misconduct by Students with Disabilities.

G. 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. Use of restorative justice measures and processes.
6. Return of property or restitution for lost, stolen, or damaged property.
7. In-school suspension. The Building Principal or designee shall ensure that the student properly supervised.
8. After-school study or Saturday study hall, 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.
9. 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.
10. Seizure of contraband; confiscation and temporary retention of personal property that was used to violate this policy or school disciplinary rules.
11. Suspension of bus riding privileges in accordance with Board policy 7:220, Bus Conduct.
12. 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.
13. Expulsion from school and all school activities for a definite time period not to exceed two (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.
14. Transfer to an alternative program upon written agreement with the student's parent(s)/ guardian(s) or following a Board of Education hearing.
15. Notification of 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.
16. 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 to remove the student from the school environment.
17. 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.

H. **Alternative Discipline Measures**

1. 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 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.

2. Community Service

Community Service 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.

3. 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:

- a. **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.
- b. **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.
- c. **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.

4. Screening

Screening is used 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. The screening is not used to identify special education needs or determine eligibility for special education services and supports. 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 the student's guidance counselor. The completed report is given to the Associate Principal, who will then connect with the student's parent/guardian to discuss next steps.

5. Multi-Tiers System of Supports (MTSS)

Students may be referred to the MTSS team at the local campus to problem solve through possible interventions and supports to address behavioral and disciplinary needs.

6. 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 to deans or school administrators 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.

7. Saturday Detention

8. 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/administrator.

9. 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 penalty up to 3 hours 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.

I. Misconduct by Students with Disabilities

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.

J. Suspension Procedures

Exclusionary discipline, including suspensions, may be used if a student demonstrates gross disobedience that results in the student's presence at school posing a continuing danger to persons or property or an ongoing threat of disruption to the educational process. Suspensions will be determined on a case-by-case basis and administered in compliance with Board Policy 7:200, Out-Of-School 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. In the event that the student's continued presence at school poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process, the student will be suspended immediately, and the parent/guardian contacted to pick up the student. In such cases, the notice and conference shall follow as soon as practicable.
2. An attempted phone call to the student's parent(s)/guardian(s) to notify them of the suspension.
3. A written notice of the suspension to the parent(s)/guardian(s) and the student, including: a description of the student's misconduct/gross disobedience, notice of the right to a review of the suspension; rationale or explanation of the length of suspension; information on opportunities to make up work missed during the suspension and depending upon the length of the out-of-school suspension, the following information:
 - a. For a suspension of three school days or less, an explanation that the student's continuing presence in school would either pose either a threat to school safety, or disruption to other students' learning opportunities.
 - b. For a suspension of four or more school days (not to exceed 10 days), an explanation of whether or not other appropriate and available behavioral and disciplinary interventions have been exhausted, and that the student's continuing presence in school would either pose a threat to the safety of other students, staff, or members of the school community, or substantially disrupt, impede, or interfere with the operation of the school. For students suspended five days or more, documentation of any appropriate and available support services to be provided to the student during the length of his or her suspension will also be given.
4. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board of Education.
5. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. 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, documented in a written decision provided to the parent/guardian.
6. Students may not be on campus or attend school-related events during the period of suspension. Students may come to school to obtain materials to complete coursework while suspended. Any student presence on campus during a suspension must be pre-approved by the administration.

K. Expulsion Procedures

Expulsions are administered in compliance with Board Policy 7:210, 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 student will be suspended for up to ten days while awaiting the hearing. The request shall be sent by registered or certified mail, return receipt requested. The request shall include the time, date, and place for the hearing; briefly describe what will happen during the hearing; detail the specific act of gross

disobedience or misconduct resulting in the decision to recommend expulsion; list the student's prior suspension(s); and explain that expulsion cannot exceed two years in length, as determined on a case-by-case basis. Parents/guardians are asked to inform the Superintendent 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, it will issue a written expulsion decision in alignment with Board Policy 7:220.
 - 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.

L. 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. The re-engagement plan will be designed to provide the student with support and interventions to reduce the likelihood of the student engaging with the inappropriate behavior again.

M. Notification of Law Enforcement

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

- 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,
- Observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or

- 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.

N. Staff Members and Discipline

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, 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.

O. Physical and Verbal Altercations

Physical or verbal altercations, which can be characterized as aggressive behavior towards another student, including instigation of a fight, or which can lead to a serious disruption in the school environment, are a violation of Board Policy 7:190, Student Behavior. 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.

1. Physical Altercations

Involvement in a physical altercation or physical fight, including an unprovoked attack by a student or group of students, may result in the following consequences:

- Conference with Dean/Administrator, 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 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

2. Verbal Altercations

If a student is involved in a verbal altercation, it may result in the following:

- Conference with Dean/Administrator; and/or
- Behavior contract; and/or
- One or more assigned interventions; and/or
- Participation in Restorative Justice; and/or
- Up to a ten-day out-of-school suspension.

3. 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/Administrator; and/or,
- Behavior contract; and/or

- One or more assigned interventions; and/or
- Up to a ten-day out-of-school suspension; or
- Consideration of a recommendation for expulsion; and/or
- Referral to police.

P. Search and Seizure

1. Searches:

In order to provide for the safety and supervision of students, to maintain discipline and order in the school, and to otherwise provide for the health, safety, and welfare of all persons within the schools, Principal or designee is authorized to conduct reasonable searches of property and equipment owned or controlled by the District, as well as of students and their personal effects while on District property or at District-sponsored/supervised events.

The Principal or designee may inspect and search property and equipment owned or controlled by the District (e.g., lockers, desks, parking lots, etc.), as well as personal effects left there by a student, without notice to or the consent of the student. Students shall have no reasonable expectation of privacy in these places or areas or in their personal effects left therein.

The Principal or designee may search a student and the student's personal effects in the student's possession (e.g., purses, wallets, backpacks, book/sports bags, lunch boxes) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or District policies and rules.

The Principal or designee may request the assistance of law enforcement officials to conduct inspections and searches of students and school property for controlled substances or illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. Searches conducted by authorized school personnel at the behest of the law enforcement agencies shall be conducted in accordance with the standards applicable to such law enforcement agencies.

2. Seizure of Property:

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

Q. 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, and Board Policy 7:230, Bus Conduct, 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:

2. Prohibited student conduct as defined in School Board policy, 7:190, Student Behavior.
3. Willful injury or threat of injury to a bus driver or to another rider.
4. Willful and/or repeated defacement of the bus.
5. Repeated use of profanity.
6. Repeated willful disobedience of a directive from a bus driver or other supervisor.
7. 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.

8. 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.

9. 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.

R. 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 measures 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.

S. 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.

T. 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.

U. 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 gang-related activities that the school administration may deem potentially disruptive to the school climate will not be tolerated and may be subject to disciplinary action. Consequences for gang activity will include a parent conference and may also result in:

- 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

V. Possession of Alcohol, Drugs, and Tobacco

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 alternatives to suspension;
- Referral to an approved alcohol/drug assessment education or counseling program ;
- Up to a ten-day out-of-school suspension; and/or

- Referral to the police;
- Confiscation of drugs, alcohol or related materials, 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 enrollment in 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 members for assistance

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. Student possession of tobacco and tobacco-related products will result in a parent conference, as well as the possibility of one or more assigned interventions.

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

If it is determined that a student has stolen property, 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 Restitution; and/or consideration of suspension; and/or
- Referral to the police.

X. **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 two 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). This prohibition applies whether a student has a valid permit to carry a firearm.
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. Please see Board Policy 7:220, Expulsion, more information.

The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the weapon is not equipped, nor intended, **to do bodily harm**.

Y. **Setting a Fire, Fake Fire Alarms, and Bomb Threats**

Any student who deliberately sets a fire on school premises or releases a fire alarm, activates a fire extinguisher, or makes a false call to 911, or communicates a bomb threats or any other threats to the safety of the school environment, the following may result

- Conference with Dean/Administrator, 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.

Z. **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/Administrator, 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; and/or
- Referral to the police.

AA. Gambling

Students are not to participate in games of chance or gambling 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/Administrator, 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
- Referral to the police

BB. Sale or Distribution of Goods

Students may not sell any items during school or at any school related event without prior written approval of school administration or the appropriate governing body, which approves such sales. These items will be confiscated, and the parent/guardian will be contacted. Approval will be given only to school-sponsored groups for fundraising purposes. Food items intended for celebrations may not be brought into the school for distribution.

CC. Sexual Harassment/Sexual Misconduct and Sexting

Employees and students are prohibited from sexually harassing other employees or students. Sexual harassment in any form by any person is unacceptable. See section Sexual Harassment for more information. Sexting is defined as creating, sending, sharing, or possessing sexually explicit photos through the use of a computer or electronic communication device, including social media. Students who engage in sexual harassment, sexual assault or sexting may be subject to the following:

- Conference with Dean/Administrator, 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 circumstances warrant.
- Police referral, if circumstances warrant
- Social Services referral, if circumstances warrant

DD. Unauthorized Recordings

Video recorders, 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. Students may not create video, photographic, or audio recordings of peers or staff, without express permission from the individual being recorded.

Unauthorized use of such devices 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.

EE. 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 where staff are not present. 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. Failure to follow these requirements may result in:

- In-school suspension, restorative justice; and/or
- Up to a ten day out of school suspension.

FF. Forgery, False Phone Calls, and Extortion

Forgery, alteration, as well as use, receipt, or possession of school documents without proper authority, are prohibited. This includes students who falsify school documents, a phone call, or recruit another person to call

on their behalf on a false pretense. Extortion is defined as 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. Engaging in forgery, false phone calls or extortion may result in:

- Conference with Dean/Administrator, 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.

GG. 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.

Such behaviors may result in:

- Conference with Dean/Administrator, 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;

HH. Gross Misconduct/Insubordination

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. Such behaviors may result in:

- Conference with Dean/Administrator, 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

VIII. TECHNOLOGY

A. Acceptable Use Policy & Chromebook Policy

1. Rich Township High School District 227 Student/Parent Technology Equipment Use Agreement

The District will conduct a 1:1 Chromebook program. The 1:1 program is intended to increase the responsibility and accountability for the student by loaning one Chromebook to a student for use inside and outside the confines of District 227. In order for a student to be eligible to borrow a Chromebook (the "Equipment") from District 227 as part of the program, the parent/guardian and the student must review and sign the Student/Parent Technology Equipment Use Agreement.

2. Terms and Conditions of Use

The purpose of loaning technology equipment is to provide either individual computer access to a homebound student or further enhance the student's educational experience.

The Equipment is and will remain at all times the property of District 227, and is being loaned for educational purposes only. The District may require the student to return the Equipment, or place additional restrictions on the student's use or possession of the Equipment, at any time and for any reason, with or without prior notice. If instructed to do so for any reason by any District 227 teacher or administrator, the student or the student's parent/guardian will immediately surrender the Equipment to that teacher or administrator. The student's use of the Equipment is subject to, at all times, both on and off campus, the terms and conditions described in the *Student/Parent Technology Equipment Use Agreement*, any and all applicable State and federal laws and regulations, Board Policies, including but not limited to 6:236, Acceptable Use of Technology Policy, as well as any additional rules, regulations, and restrictions that may be imposed from time to time by the District. Any included software may be used only in accordance with the applicable license and it is the student/parent's responsibility to be familiar with and to comply with the provisions of any such license.

Any violation of the terms or conditions set forth or referenced in the *Student/Parent Technology Equipment Use Agreement* or Board Policy may result in the District taking back the Equipment, and/or restricting, suspending, or terminating, with or without prior notice, the student's use of the Equipment.

Students have no expectation of privacy for any communication made using the Equipment or for any content

created, accessed, or stored on the Equipment. Location Based Services may be enabled on the Equipment, which will allow end-user location information to be accessed by, used by or disclosed to the District.

Students are responsible for ensuring that the Equipment is kept safe and secure. Any loss, theft or damage must be reported to the District. Parents/guardians and students are responsible for reporting thefts of Equipment that occur off-campus.

B. Notification Regarding Student Accounts/Profiles on Social Networking Websites:

Parents and students must be notified of each of the following in accordance with the Right to Privacy in the School Setting Act (105 ILCS 75/1 et seq.):

- School officials may not request or require a student or his/her parent to provide a password or other related account information to gain access to the student's account or profile on a social networking website.
- School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

C. Cell Phones and Personal 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. Rich Township High School District 227 is NOT responsible for lost or stolen personal electronic devices.

General Usage Guidelines:

1. Cell phones/electronic devices may only be used for educational purposes in the classroom setting, with permission from the instructor. 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 students 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.
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. 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."
8. This policy prohibits "sexting."
9. Prior to entering a building, all headphones and earpieces must be removed from a single ear.

IX. ATHLETICS AND EXTRA-CURRICULAR ACTIVITIES

A. Activities

1. Procedures to Start a New Club/Activity
 - a. A petition of support must be signed by at least thirty students with a volunteer faculty sponsor willing to oversee the new club/activity.
 - b. Student Council must approve or disprove the new club/activity
 - c. 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.
 - d. The proposal must be submitted to the building administrative team for approval.
 - e. If approved, the proposal for the new club/activity must be submitted to the Executive Council for approval.
 - f. If approved, the proposal for the new club/activity must be submitted to the Board of Education for

final approval.

2. 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.

3. Activities Membership Regulations

There will be no exclusion to membership in school activities on the basis of: gender; age, race, national origin, religion, sexual orientation, or other protected status.

B. Student Activities/Clubs

1. African American Culture Club (AACC)

The purpose of the AACC is to help students of all races celebrate, embrace, and expand their knowledge of African American history and culture. Our goal is to provide social support while fostering student development and success through cultural awareness, leadership, philanthropy, and community service. The club is open to all Rich Township students who are interested in learning more about the history, traditions, and customs of African Americans.

2. Art Club

The purpose of the Art Club is to promote a growing appreciation for art in our community and at Rich Township. The Art Club is an organization for students interested in art. We will emphasize the importance of art in our community and encourage the development of creativity.

3. Business Professionals of America (BPA)

BPA has the ability to enhance student participation in professional, civic, service and social endeavors. BPA members participate in these activities to accomplish its goals of self-improvement, leadership development, professionalism, community service, career development, public relations, student cooperation and safety and health. BPA competes in area, state, and national competitions.

4. Chess Club

The Rich Township Chess Squad is an inclusive program that welcomes all students interested in chess. Students have the opportunity to develop their skills for a chance to compete in tournaments and matches. Chess seasons runs from October until mid- February. Players with no experience and of all ability levels are welcome. The chess team competes in the IHSA State Tournament.

5. Class Officers

Class officers help keep the class in order and running smoothly. Class officers are elected for a one-year term. Each class elects a president, vice-president, secretary and treasurer. Class officers participate in various projects throughout the school year.

6. Creative Writing

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

7. DECA

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

8. Computer Club

The purpose of the Computer Club is to provide an atmosphere in which students who are interested in computers and computer gaming can share their ideas, knowledge and proficiency with other like-minded students.

9. Drama/Musical Theatre

Drama, Musical and Technical Theatre program offers opportunities for students who are looking for their opportunity to shine on stage and behind the scenes. The purpose of the Drama, Musical and Technical Theatre Club is to learn about acting, play production, and stage work culminating with two productions put on for Rich Township and the community.

10. Gamers

All are welcome! Come join us and have a great time playing board games. In this club, we learn how to play many different types of board games from simple family and party style games all the way to very strategic games. We have a gaming library of over 100 games that have been donated by various companies and it is always growing. We meet once a week and always have a great time. Card games such as Yu-Gi-Oh! are only welcome on special days.

11. LGBTQ/Gay-Straight Alliance (GSA)

The purpose of GSA is to work towards a more accepting environment for all people, regardless of sexual orientation or gender identity through education, support, social action, and advocacy. GSA promotes tolerance and acceptance throughout the school community and to provide a safe, non-judgmental space as a support network for Lesbian, Gay, Bisexual, Transgender, Questioning, and Straight youth who share a common vision of social equality.

12. 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.

13. Manufacturing, Engineering & Robotics Club (M.E.R.)

All are welcome! Come join us to take your ideas and make them come to life. In this club, we learn how to design, build, program, and manufacture projects. We use laser cutters, 3D printers, CNC machines, power tools, high powered computers with top of the line design software and many more tools. We create items to sale for our own fundraising as well as compete in competitions around the region.

14. Mathletes

Mathletes' purpose is to recognize mathematical ability, encourage independent study, stimulate interest in mathematics, and provide an opportunity to meet other students who enjoy mathematics. Mathletes is intended for students who have a strong interest and ability in mathematics. Mathletes competes against conference schools and in the Regional Competition; if students qualify, they compete at the State Competition held in early May.

15. Mentoring (MALE/FEMALE)

Rich Township's mentoring program is designed to create sustained, supportive mentor relationships for students in our school community. These program assists in developing better self-esteem, creating healthy relationships, and making positive life choices.

16. 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.

17. 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.

18. 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.

19. Scholastic Bowl

Scholastic Bowl is an academic, competitive activity where teams of students face off against other area schools and answer questions from school related subjects. We compete in a conference and regional tournament as well. This activity is open to all students. Rich Township has a junior varsity team for freshmen and sophomores and a varsity team for juniors and seniors. Each level has different question sets tailored for the students in that academic group. Come join our team and show off your academic skills!

20. Snowball I & II

Snowball is a three-day retreat planned by teens that gives you a chance to learn about yourself, your peers, and a wide variety of topics. Snowball is a way to boost your self- esteem by being accepted for who you are, not what others want you to be, and to have a lot of fun doing it. Snowball I is open to

students who have not attended a retreat. Snowball II is open to students who have attended Snowball I.

21. Speech Team

Speech team is an activity in which students perform individually or with a partner in various speaking, reading, interpretive and acting events. The purpose of speech team is to give students experience in a variety of performance formats that are meant to develop public speaking and acting skills. The value of this activity lies in the chance for students to develop speaking skills they can use in the classroom as well as in the workplace.

22. Student Council

Student government group that develops school spirit, traditions and morale to serve the needs of the student body. They participate in community outreach initiatives, provide monetary scholarship opportunities, host school dances and other social events while providing leadership to the students. Activities include Homecoming and Turnabout assemblies and dances, winter food drive, spring blood drive, senior teacher day, and college fair tables.

23. Technical Theatre Club (Crew)

Work with the team that designs, builds and paints the stage sets for our wonderful drama and musical theatre productions. Learn to operate the stage lighting and sound equipment.

24. Vocal Music

Membership in the Rich Township Choir is open to all students and no experience is necessary to join. All you have to have is a love for music and singing. Students will have the opportunity to sing a variety of styles of music and develop their individual voices. All students in choir perform at concerts and the drama performances throughout the year.

25. Yearbook

The yearbook records the events and activities of Rich Township High School through pictures and well-written comments and stories. Yearbook members are responsible for taking pictures, writing stories, interviewing students and staff, and writing captions for pictures.

C. **Activity Code of Conduct**

1. Rich Township expects its students to adhere to a high standard of conduct both in school and in the community. Students that violate acceptable norms of conduct will be subject to appropriate discipline. Depending on the severity of the infraction, students may be subject to dismissal from an activity with the approval of the activity director.
2. Activity participants are expected to adhere to all school behavioral expectations during all activities, consistent with expectations during the school day. However, each club sponsor or supervisor may set forth policies and procedures that will be followed in their program regarding: attendance, timeliness, and general behavior. All school discipline policies apply. Discipline for behavioral infractions during activities may range from activity probation to permanent denial of participation.
3. A student facing discipline for behavior unrelated to the activity should contact the activity sponsor to determine whether he/she can participate. A student currently serving an in-school suspension may be allowed to participate in the activity, pending approval of the sponsor. A student serving an out-of-school suspension may not participate in any activity for the duration of the suspension.
4. A student shall not participate in an activity on the same day he/she has been absent due to illness or an unexcused absence.

D. **Athletics**

Fall Sports

Boys' Cross Country
Girls' Cross Country
Football
Boys' Golf
Girls' Golf
Boys' Soccer
Girls' Tennis
Girls' Volleyball

Winter Sports

Boys' Basketball
Girls' Basketball
Boys' Bowling
Girls' Bowling
Poms/Dance
Winter Cheerleading
Wrestling

Spring Sports

Baseball
Softball
Boys' Volleyball
Girls' Soccer
Boys' Track and Field
Girls' Track and Field
Boys' Tennis

Fall Cheerleading

E. Student Eligibility

1. IHSA Academic Eligibility Requirements

The Illinois High School Association (IHSA) requires that all student-athletes and athletic activity participants must be passing 25 academic hours (5 classes). This check does not reflect only the school's weekly scholastic performance requirement, but also reflects the student's cumulative performance for the semester through the date of the check.

2. Rich Township District 227 Eligibility Requirements

The Rich Township District 227 student-athlete eligibility policy requires that each student-athlete achieve a 2.0 GPA (C average) each quarter or the previous semester in order to participate in an athletic or activity program, including Band and Chorus. All incoming freshman are eligible to compete during the fall quarter. In order to participate in all subsequent seasons, a student must achieve a GPA of 2.0 each quarter or for each semester. Returning students must have achieved a 2.0 GPA during the fourth quarter or the second semester of the previous school year in order to participate in fall athletics.

F. Required Forms

1. Sports Physical Form

It is mandatory that all athletes, including Cheerleaders, Poms, Band, Flags and Majorettes, have a yearly physical examination completed on an IHSA Pre-participation Examination form, completed in the past year. Freshmen can use their school physical medical entrance exam to participate in athletics during the 2021-2022 school year. The Athletic Department requires student-athletes to submit original physical exam forms complete with the physician's office stamp and NOT copies.

2. Online Permission Forms

The District School requires all students-athletes and activity participants to register online using 8 to18. This system allows for registration for a particular sport or activity, as well as provides parents with important legal forms, including the consent for parent pledge, code of conduct, policies, rules, expectations, substance and IHSA concussion and steroid policies. Registration can be found at [il.8to18.com/rich township](http://il.8to18.com/rich_township). Families who do not have access to the online registration site should contact the following individual for assistance with registration.

Matthew Shank, mshank@rich227.org (708) 679-5727

3. Concussion Management

Board Policy 7:305, Student Athlete Concussions and Head Injuries, provides specific information regarding the District's management of concussions. Students may not participate in an interscholastic athletic activity during a school year until the student's parents/guardians have signed and submitted the IHSA pre-participation acknowledgement and consent form that explains concussion prevention, symptoms, treatment, oversight, and guidelines for resuming participation in athletics following a concussion. Student-athletes must annually watch an IHSA-approved video regarding concussions and head injuries. Required Forms

G. Athletic Code of Conduct

Rich Township expects its student-athletes to adhere to a high standard of conduct both in school and in the community. Student-athletes that violate acceptable norms of conduct will be subject to appropriate discipline. Depending on the severity of the infraction, student-athletes may be subject to dismissal from a team with the approval of the Athletic Director.

Student-athletes and participants are expected to adhere to all behavioral expectations during practices and athletic events, consistent with expectations during the school day. However, each coach may set forth policies and procedures that will be followed in their program regarding attendance, timeliness, and general behavior, as well as specific consequences for failure to follow those procedures.

Due to the serious nature of student-athlete conduct, the coach and the Athletic Director shall meet and determine any penalty according to the degree of the infraction. The penalty shall range from a minimum of one game/contest suspension in the season or succeeding season to a maximum of permanent denial of participation. Penalties will be determined on a case-by-case basis. The following are examples of misconduct that will lead to discipline:

- Theft- stealing, borrowing without permission, or taking of personal property that belongs to another

- person, school, team or organization.
- Vandalism- willful or malicious breaking, destruction, or defacement of public or private property.
- Insubordination - actions that show or express a lack of high regard or reverence for others, including your fellow students, opponents, and especially those who have earned a position of honor, including teachers, coaches, officials, administrators, parents, and adults. This includes the use of unacceptable language (cursing) in addressing others. Profanity will not be tolerated!
- Hazing- any action that humiliates, degrades, abuses, or endangers another person, regardless of that person's willingness to participate. These actions may include initiation rituals into a team or club.
- Sexual Harassment/Sexting- actions, comments, threats, verbalization, coercion, jokes, teasing, or intimidation that are of sexual nature.
- Mob Action- the knowing or reckless use of force or violence disturbing any event by 2 or more persons acting together.

Student-athletes are expected to be present for practices and competitions. Students with unexcused absences may face the following penalties:

1. Unexcused Absences from Practice:

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

2. Unexcused Absences from Competition:

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

3. Use of Performance-Enhancing or Supplemental Drugs:

The District and the IHSA prohibits participants in an athletic activity sponsored or sanctioned by IHSA from ingesting or otherwise using any performance enhancing substance on its banned substance list, without a written prescription and medical documentation provided by a licensed physician who evaluated the student-athlete for a legitimate medical condition. A student-athlete who is found to have violated this procedure and Board Policy, 7:250, Conduct Code for Participants in Extracurricular Activities, will be disciplined in accordance with Board Policy 7:190, Student Behavior, which may range from restricted participation in athletic activities to suspension or expulsion.

4. Attendance in School

A student-athlete shall not participate in athletics (game or practice) on the day he/she has been absent from school for more than eight (8) mods due to illness or without a parent/guardian excusal. Acceptable absences may include doctor/dentist appointment, family emergency, or other reasons outside of the student-athlete's control. An athlete who leaves school early due to an illness is considered too ill to participate in athletics. An athlete who arrives at school late because of minor sickness must arrive before 11:30 am to be granted permission to participate in practice or competition.

Students must comply with the minimum attendance requirements in all classes to remain eligible.

Any athlete that is serving an in-school -suspension may be allowed to practice and/or compete. However, the athlete may also be suspended from participating in a contest or practice if the coach of their sport deems it necessary, based on the reason for the in-school-suspension.

Any athlete currently serving an out-of-school suspension status will not be allowed to participate in practice or games during the suspension. Athletes serving out-of-school suspensions will also be suspended from participating in the next contest.

5. Participation

A student chosen to be a member of a Team is a representative of that sport, Rich Township High School and the Rich Township community.

It is vital that student-athletes continue their involvement and participation throughout the season.

- Dismissal - An athlete dismissed from a team for violation of rules or conduct cannot practice with or join another team until the season of dismissal is complete.
- Quitting – An athlete quitting a team for any reason during the season will not be permitted to try-out/workout for another team until the sport he/she quit is complete.

If a student-athlete is dismissed or quits a team for reasons within his/her control twice in one year, he/she will not be allowed to participate in sports for the remainder of the year.

H. **Equipment Protocols**

Student-athletes are responsible for all items that they have been issued, including sports equipment and uniforms. A complete record of all items issued will be kept for each athlete.

Lost or damaged items must be paid for at the replacement cost. Athletes will not be issued equipment for subsequent sports and will not receive awards until equipment/uniform records have been cleared. Fees may be assessed for missing or damaged items.

It is expected that athletes will take PRIDE in their equipment and wear it only at authorized contests.

I. **Social Media Policy and Guidelines for Activity Participants and Student- Athletes**

Student-athletes and those participating in other school activities represent the District. Students are reminded to present a positive image and refrain from actions that may embarrass the student, the team, the student's family, or the District.

Students should keep the following recommendations in mind when using social media websites:

- Set your security settings so that only your friends can view your profile.
- Do not post your email, home address, local address, telephone number(s), or other personal information as it could lead to unwanted attention, stalking, identity theft,
- Be aware of who you add as a friend to your site – many people are looking to take advantage of student-athletes or to seek connection with student-athletes.

Consider how the above behaviors can be reflected in all social media applications.

If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics as well as Rich Township High School.

Students should avoid the following as related to activity participation in the District:

- Posts deemed unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity (examples: derogatory comments regarding another school; taunting comments aimed at a student-athlete, coach or team at another school and derogatory comments against race and/or gender).
- Content online that would constitute a violation of IHSA rules.
- Information that is sensitive or personal in nature or is proprietary to the athletic program or Rich Township High School, which is not public information (examples: tentative or future team schedules, student-athlete injuries and eligibility status, travel plans/itineraries or information).

We will be working to keep you updated with pertinent district information. Please visit and follow us on social media:

- Facebook: @District227
- Twitter: @District227
- Instagram: @district227_

COVID 19/HEALTH PANDEMIC

A. INSTRUCTIONAL MODELS

In-Person Instruction Plan- 100% of staff and students return to full day face-to-face instruction.

Remote Learning will be provided for students who (1) have not received a COVID-19 vaccine or are not eligible for a COVID-19 vaccine AND (2) are under quarantine "consistent with [LHD or IDPH] guidance or requirements."

B. ATTENDANCE

- Teachers will need to take attendance for remote learning students. Attendance will be recorded in ScholarChip- the district's automated attendance system.

C. BUS EXPECTATIONS

- Before boarding the bus, students must undergo symptom and temperature checks, which will be self-certified, through an online platform before 5:00 am each day.
- Bus entry may be denied if the parent/student fails to self-certify.
- Face mask required
- Social distancing to the greatest extent possible
- Parents may choose to transport student.
- Morning routes – Monday through Thursday
- No Friday transportation
- Two runs; Start times - 6:30 am and 7:30 am
- Upon arrival at school, temperatures will be taken
- Students will not be released to enter the building, until all students from their bus have had their temperature taken
- PM routes will be available for students to attend in-person athletics/activities

D. Building Expectations

- Students are expected to follow health guidelines established by the district in accordance with CDC regulations. All individuals in a school building over the age of 2 and able to medically tolerate a face covering, regardless of vaccination status. must wear a face covering Exceptions to universal making may include:
- Individuals who have trouble breathing; or those who are unconscious, incapacitated, or otherwise unable to remove the face mask without assistance.
- For persons with a disability who cannot wear a mask, or cannot safely wear a mask, because of the disability as defined by the Americans with Disabilities Act (ADA, 42 U.S.C. 12101 et seq.),
- A person with a disability who, for reasons related to the disability, would be physically unable to remove a mask without assistance if breathing becomes obstructed. Examples might include a person with impaired motor skills, quadriplegia, or limb restrictions.
- A person with an intellectual, developmental, cognitive, or psychiatric disability that affects the person's ability to understand the need to remove a mask if breathing becomes obstructed.
- For individuals who have a condition or medical contraindication (e.g., difficulty breathing) that prevents them from wearing a face mask.
- For fully vaccinated staff when meeting with other fully vaccinated staff outside of settings where unvaccinated persons are present.
- For staff and students when they are outdoors.
- The mask must cover the student's nose and mouth. The mask must fit snugly against the sides of the face with no gaps.
- The mask must be worn at all times inside a building and on buses/shuttles.

- Students are expected to maintain proper social distancing where possible.
- Face shields can be worn with a mask.
- Students requiring an exemption must obtain documentation from certain medical providers before entering the building without a mask. Please contact the school nurse for guidance.
- Schools and districts must conduct temperature and symptom screenings for all staff, students, and visitors entering school buildings.
- Individuals who have a temperature greater than 100.4 degrees Fahrenheit/38 degrees Celsius or one known symptom may not enter buildings. Individuals who exhibit symptoms should be sent home and referred to a medical provider for evaluation and treatment and be given information about when they can return to school.
- Students in violation of this policy may be subject to disciplinary action.

X. Athletics and Activities

- IHSA Guidelines
- Follow current ISBE/IDPH Guidelines
- Implement diligent and effective cleaning and disinfecting of frequently touched objects and surfaces following the CDC guidance.
- Additional information can be found at:
- IHSA Guidelines <https://www.ihsa.org/Resources/COVID-19>