

**Deerfield High School  
Student Handbook  
And  
Assignment Notebook  
2016-2017**

**1959 N. Waukegan Rd.  
Deerfield, IL. 60015  
Tel: 224-632-3000  
www.dist113.org**

**Deerfield High School Fight Song**

Fight, fight, fight, Deerfield High.  
Win, win, win, Deerfield High.  
Fight on Deerfield, on to victory.  
We will back our team with loyalty.  
Win or lose, Red and Gray,  
We will cheer all the way.  
We will fight, fight, fight, fight,  
Fight on to victory!

***This agenda belongs to:***

Name \_\_\_\_\_

Student ID# \_\_\_\_\_

Front cover design by Cara Schwartz, Class of 2016



**[Communitytheantidrug.org](http://Communitytheantidrug.org)**

**The mission of Community-The Anti-Drug is to reduce the use and abuse of alcohol, marijuana, and other drugs among our students and young adults.**

**The coalition is a volunteer-led organization that seeks to build and sustain a strong foundation that through education, prevention and intervention strategies creates a safe, healthy, and drug-free community.**

# DEERFIELD HIGH SCHOOL

## STUDENT/PARENT HANDBOOK

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Please refer to Index for a more detailed list of  
Rules, Policies, and Services

# DEERFIELD HIGH SCHOOL



We treat each other with dignity and respect.

We know our audience when communicating and always use appropriate language.

We keep our school neat and clean.

We solve problems creatively by stopping, thinking and discussing our actions.

## **Deerfield High School — A Commitment to Character:**

We believe character begins with honesty, integrity, personal responsibility, and respect for others.

We share the commitment to recognize, model and nurture character in the DHS school community.

We will create an atmosphere that encourages ethical decision-making and fosters social responsibility.

# DEERFIELD HIGH SCHOOL GENERAL SCHOOL INFORMATION

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## BOARD OF EDUCATION

Annette Lidawer, President  
Julie Gordon, Vice President  
Michelle Culver, Debbie Hymen, Alena Laube,  
Stacey Meyer, David Small

## DISTRICT 113 ADMINISTRATION

Superintendent..... Dr. Christopher Dignam  
Director of Human Resources and Administrative Services ..... Thomas Kreiger  
Assistant Superintendent, Instruction and Communication ..... Dr. Suzan Hebson  
Assistant Superintendent for Finance ..... Barry Bolek  
Director of Diversity and Grants ..... Andrea Johnson  
Director of Technology Services ..... Ron Kasbohm  
Director of Student Support Services ..... Tiffany Chavez  
Director of Community Education ..... Reni Mitkova  
Director of Facilities Management ..... Daniel Mortensen  
Director of Transportation..... Robert Weiler  
Director of Communications and Alumni Relations..... Jennifer Waldorf

## ADMINISTRATIVE STAFF

Principal ..... Ms. Kathryn Anderson  
Assistant Principal ..... Dr. Lilly Brandt, Ken Williams, Joseph Taylor  
Deans ..... Kevin Marsh, Gail Gausselein

## DEPARTMENT CHAIRPERSONS

Applied and Fine Arts ..... Susan Johnson  
Athletic Director ..... Robert Ruiz  
Counseling ..... Amy Bricker  
English ..... Ryan Leist  
Instructional Technology..... Joseph Taylor  
Mathematics ..... Scott Leverentz  
Physical Education & Traffic Safety ..... John Campbell  
Science ..... Judi Luepke  
Social Studies ..... Dr. Rich Grady  
Special Education ..... Dawn Bryson, Dan Chamberlin  
Student Activities Director ..... Brian Verisario  
Technology/Multimedia ..... Maureen Darnaby  
World Languages ..... Dr. Elizabeth Robertson

## DEERFIELD HIGH SCHOOL TELEPHONE DIRECTORY

All phone numbers require a 224 area code

General Information .....	632-3000
Administration:	
Kathryn Anderson, Principal .....	632-3011
Dr. Lilly Brandt, Assistant Principal .....	632-3015
Ken Williams, Assistant Principal .....	632-3013
Joseph Taylor, Assistant Principal .....	632-3211
Gail Gausselein, Dean .....	632-3006
Kevin Marsh, Dean .....	632-3005
Department Chair/Coordinator:	
Applied/Fine Arts .....	Susan Johnson..... 632-3161
Athletic Director .....	Robert Ruiz..... 632-3111
Counseling .....	Amy Bricker..... 632-3043
English .....	Ryan Leist..... 632-3121
World Language .....	Dr. Elizabeth Robertson... 632-3194
Library .....	Joseph Taylor..... 632-3211
Mathematics .....	Scott Leverentz..... 632-3221
Phys. Education/Traffic Safety.....	John Campbell..... 632-3091
Science/Health .....	Judi Luepke..... 632-3261
Social Studies.....	Dr. Rich Grady..... 632-3291
Special Education.....	Dawn Bryson..... 632-3316
Special Education.....	Dan Chamberlin..... 632-3311
Student Activities Director.....	Brian Verisario..... 632-3020
Technology.....	Maureen Darnaby..... 632-3356
Athletic Office.....	632-3110
Attendance Office .....	632-3001
Bookstore .....	632-3390
Counseling Department:	
Counseling Reception .....	632-3040
Department Chair, Amy Bricker .....	632-3043
College Resource Center: .....	
Kristen Doktor .....	632-3050
Kim Wiley .....	632-3061
Health Service Office: .....	
School Nurse, TBA.....	632-3201
Learning Assistance Program:	
Stacy Halpern .....	632-3047
School Counselors:	
Jeff Beaumont .....	632-3048

Samantha Campbell .....	632-3053
Glynis Hirsch .....	632-3049
Shari Kellogg .....	632-3133
Soo Lee .....	632-3054
Marcellous Moore .....	632-3052
Melissa Romero Williams .....	632-3055
School Social Workers:	
Amy Bricker .....	632-3043
Michelle Freedman .....	632-3051
Amy Hindson .....	632-3046
School Psychologists:	
Dr. Jessica Brunner-Downs .....	632-3333
Dr. Erin Januszewski .....	632-3325
Dr. Suzanne Nice .....	632-3045
Dr. Peter Platten .....	632-3332
Deans' Office .....	632-3004
Director of Instructional Technology:	
Joseph Taylor .....	632-3211
Director of Intramurals:	
John Campbell .....	632-3091
Office Manager:	
Marilena Fiore .....	632-3010
Registrar:	
Amy Braun .....	632-3019
School Resource Officer:	
Anthony Kropp .....	632-3379
Security Manager:	
George Grubb .....	632-3374
Summer School: .....	632-3060
Technology Operations Manager:	
Maureen Darnaby .....	632-3356

## DIRECTORY OF STUDENT SERVICES

AREA	LOCATION	PHONE	CONTACT PERSON
<b><u>All phone numbers require a 224 area code</u></b>			
Attendance .....	K-121 .....	632-3001	
Activity Tickets .....	Bookstore .....	632-3390	Ms. Roshto
Announcements .....	K-115 .....	632-3020	Mr. Verisario
Applied/ Fine Arts .....	K-115 .....	632-3161	Ms. Johnson
Buses .....	K-115 .....	632-3031	Mr. Knesley
Cafeteria .....	K-115 .....	632-3031	Mr. Knesley
Closed Campus Exceptions	J-101 .....	632-3004	Mr. Marsh, Ms. Gaussein
Clubs/Extra Curricular .....	K-115 .....	632-3020	Mr. Verisario
College Counseling .....	I-100 .....	632-3061	Ms. Doktor, Ms. Wiley
Constitution Test .....	E-117 .....	632-3297	Dr. Grady
Consumer Econ. Test .....	K-115 .....	632-3015	Ms. Johnson
Counseling Department .....	I-102 .....	632-3043	Ms. Bricker
School Newspaper (Deerprints)	J-110 .....	632-3133	Mr. Schwartz

Driver Education .....	B-100.....	632-3097 .....	Mr. Campbell
Early Dismissal (Illness).....	B-102.....	632-3201 .....	School Nurse
Early Dismissal (Emergency) ...	J-101 .....	632-3004 ....	Mr. Marsh, Ms. Gausselein
English Department.....	E-117.....	632-3121 .....	Mr. Ryan Leist
World Language Department ..	X-117.....	632-3194 .....	Ms. Robertson
Freshman Adv. Coordinator ...	I-102 .....	632-3211 .....	Mr. Taylor
Graduation Requirements .....	I-102 .....	.....	Student's individual counselor
Health Service .....	B-102.....	632-3201 .....	TBA
I.D. Cards .....	K-121.....	632-3004 ....	Mr. Marsh, Ms. Gausselein
Interscholastic Athletics .....	K-115.....	632-3111 .....	Mr. Ruiz
Lake Co. High Schools Technology Campus ...	632-3211 .....	.....	Mr. Taylor
Library Media.....	F-100 .....	632-3211 .....	Mr. Taylor
Lockers (Students).....	J-101 .....	632-3004 ....	Mr. Marsh, Ms. Gausselein
Lost and Found (Books).....	Bookstore .....	632-3390 .....	Ms. Roshto
Lost and Found (Other) .....	J-101 .....	632-3004 ....	Mr. Marsh, Ms. Gausselein
Mathematics Department.....	X-117.....	632-3221 .....	Mr. Leverentz
Parking Lot(Stickers) .....	J-101 .....	632-3004 ....	Mr. Marsh, Ms. Gausselein
Physical Education Dept. ....	B-100.....	632-3097 .....	Mr. Campbell
Police Liaison Officer .....	B-115 .....	632-3379 .....	Mr. Kropp
Poster Approval.....	K-115.....	632-3020 .....	Mr. Verisario
Pre-Arranged Absences .....	K-121.....	632-3007 .....	Ms. Shutter
PTO Hotline .....	.....	632-3400 .....	.....
Registrar(Transcripts).....	K-100.....	632-3019 .....	Ms. Braun
School Yearbook (O'Yad).....	J-110 .....	632-3073 .....	Mr. Regan
Study Halls .....	J-101 .....	632-3004 ....	Mr. Marsh, Ms. Gausselein
Schedule Changes .....	I-102 .....	.....	Student's individual counselor
Science Department.....	X-117.....	632-3261 .....	Ms. Luepke
Security Manager.....	I102 .....	632-3374 .....	Mr. Grubb
Social Studies Department.....	E-117 .....	632-3291 .....	Dr. Grady
Special Education Department	E-125 .....	632-3311	Ms. Bryson, Mr. Chamberlin
Student Activities .....	K-115.....	632-3020 .....	Mr. Verisario
Student Handbook .....	J-101 .....	632-3004 ....	Mr. Marsh, Ms. Gausselein
Summer School .....	J-101 .....	632-3006 .....	Mr. Chamberlin
Technology.....	.....	632-3356 .....	Ms. Darnaby
Testing (ACT/PSAT/SAT) .....	K-115 .....	632-3058 .....	Mr. Presutti
Transportation .....	.....	632-3031 .....	Mr. Knesley
Visitor's Passes .....	J-101 .....	632-3004 ....	Mr. Marsh, Ms. Gausselein
Work Permits .....	I-102 .....	632-3062 .....	Ms. Debnar





CYCLE TEMPLATE

School policies and procedures may be altered from time to time during the school year after the Student and Parent Handbook is printed. Students will be told about changes in school expectations during daily announcements or electronic communications.

### Rules and Policies

Individual rights and concerns are preserved only by the protection and preservation of the rights of others. Students are responsible for the exercise of individual rights, and must accept the consequences of personal actions and recognize the boundaries of individual rights. The Student Discipline Policy includes but is not limited to all interscholastic or extracurricular, academic, athletic, or other school related activities.

The Principal or Principal's designee may notify legal authorities of all evidence and reports of all illegal activity if warranted.

Students have a right and a duty to know the rules and regulations for which they are held responsible while under the jurisdiction of the school. *Ignorance of the rules* is not a legitimate excuse for violation. In the Parent/Student Guidebook, Highland Park and Deerfield High Schools publish these rules and distribute them to each student within fifteen days of the beginning of the academic year or upon a student's transfer to the school. Among the topics covered are general attendance, social conduct, lockers, lunchroom, health and safety, transportation and activities.

Students will be informed of their offense and the facts giving rise to the proposed discipline with an opportunity to state their views.

District 113 expectations for student behavior are developed in accordance with Federal, state and local statutes and Board of Education policies. Student behavior rules are reviewed annually by each school's Parent-Teacher-Student Advisory Committee. These committees will be comprised of students, parents/guardians, teachers and administrators.

This handbook contains some, but not all, Board of Education policies. The Board's policy book is available in the Deans' and Principal's offices at each building and online at:  
<http://www.dist113.org/boardofeducation/Board%20Policies/Forms/PublicView.aspx>.

All students must sign the form, acknowledging their receipt of the student handbook, containing the Student Behavior Policy. In addition, students who participate in extracurricular sports and activities will also be subject to the consequences of the Extra/Co-curricular Activities/Athletics Policy 7-300 and its implementing procedures. Extracurricular Code Penalties associated with the Extracurricular Code will be cumulative beginning with the student's initial signing for the Student Handbook and continuing throughout the student's high school career, both in and out of season. All

students are bound by the Student Behavior Policy as set forth in policies 7-190, 7-300, other applicable Board policies and the Student Handbook.

Policy 7-190 is not exclusive of Policy 7-300. Imposition of disciplinary consequences does not preclude other or additional extra-curricular, athletic and/or parking consequences and are separate and distinct from police consequences.

School policies and procedures may be altered from time to time during the school year after the Student and Parent Handbook is printed. Students will be told about changes in school expectations during daily announcements.

In the following section, School Board policies are printed in **bold type**, and district or building procedures which implement these policies are in standard typeface.

### **ACADEMIC HONESTY**

**The District will seek to establish an atmosphere in each classroom which actively fosters academic honesty. It is the belief of the Board of Education of District 113 that academic dishonesty degrades character and reputation and impedes the teaching-learning process. Teachers should be clear in their advocacy of academic honesty by discussing with their students the differences between honest and dishonest work, by employing teaching and testing strategies which reduce the opportunity for dishonesty to the maximum extent possible, and by following consistent procedures when dealing with dishonest behavior. The Board of Education enlists the active support of parents/guardians, students and staff to make this policy successful. Written procedures implementing the policy should include responsibilities for each of these constituencies.**

In this district academic dishonesty occurs when a student attempts to receive credit for work that others did and is misrepresented as the student's original work. Teachers will explain what students must do to maintain a standard of academic honesty.

#### Examples of Academic Dishonesty

Any action intended to obtain, or assist in obtaining, credit for work which is not one's own is considered academic dishonesty. Such conduct includes but is not limited to the following:

- a. Submitting another person's work as one's own work;
- b. Obtaining or accepting a copy of any assessments, tests or scoring devices;
- c. Giving test questions or answers to a member of any class, or receiving test questions or answers from a member of any class;
- d. Copying from another student's test, or allowing another student to copy during a test;
- e. Using materials which are not permitted during a test;

- f. Plagiarizing (presenting as one's own material copied without adequate documentation from a published source);
- g. Copying, or having someone other than the student prepare the student's homework, paper, project, laboratory report, or take-home test for which credit is given;
- h. Permitting another student to copy, or writing another student's homework, project, report, paper, or take-home test;
- i. Impersonating another student to take a test/quiz or any other assessment whether electronically or through any other means and/or changing grades in a grade book;
- j. Unlawful copying of computer software or data created by others;
- k. Misusing District software/hardware i.e. google apps/chrome books that are used in our school.
- l. Submitting material downloaded from the Internet in a manner that constitutes or furthers fraud (including academic fraud), plagiarism or a violation of copyright or other intellectual property right.
- m. Providing another person a paper or any other material to help that person receive credit for work which is not their own, whether through hard copy or any electronic format, will be in violation of the academic honesty policy.
- n. Cell phones and smart watch devices are to be off and put away at all times during tests and final exams; usage of electronic devices i.e. use of smart watches may be considered a violation this academic honesty policy.
- o. Digitally sharing materials without staff acknowledgment through social media/technology platforms (including but not limited to Facebook, Twitter, Snap Chat, Instagram, Google Plus, texts and emails) to distribute or share homework, quiz or test answers is not permitted.

Collaboration on studying or homework is not considered academic dishonesty unless it is prohibited or limited by procedures established by the teacher.

#### Policy Implementation

The following shall apply in dealing with an act of academic dishonesty:

The first act of academic dishonesty will be reported to the Deans' Office and the counselor in the form of a referral and may be for documentation only.

- a. For all incidents of academic dishonesty, the students' parents/guardians shall be notified. The notification of the parents/guardians should be a catalyst for mutual concern.
- b. Confronting students about their alleged dishonesty should be done in a caring and confidential manner.

- c. The teacher may assign a grade penalty which could include a zero for the work in question. A violation may result in disciplinary action including, but not limited to, detention(s), Saturday detention(s), suspension and expulsion.

Additionally, academic dishonesty is a violation of the extra-curricular code for athletics and activities. Such violations may impact participation in extracurricular activities, including but not limited to Honor Society, leadership roles and other clubs sponsored through District 113.

- d. Students with repeat violations may be assigned an additional consequence through the Deans' Office which again may include any of the forms of discipline mentioned in paragraph 2.c above. In these instances, a team of staff, including but not limited to Deans, Counselors, Case Managers, and Directors of Athletics and Activities, may collaborate on a plan.
- e. Staff should seek the advice and/or counsel of their department chairperson in difficult and/or unusual cases.

The school staff will work with students who have academic honesty violations to help the student avoid any more problems in this sensitive area.

### ACCOMMODATING INDIVIDUALS WITH DISABILITIES

Deerfield High School provides individuals with disabilities an opportunity to participate in all school-sponsored activities. Deerfield High School will provide auxiliary aids and services when necessary to afford individuals with disabilities, including parents, an equal opportunity to participate in or enjoy the benefits of a service, program, or activity, such as parent conferences, school programs, and school board meetings.

All children with disabilities have the right to a free appropriate public education. For information regarding the identification, assessment and placement of children with disabilities contact Ms. Tiffany Chivez Director of Student Support Services at 224-765-1019.

### AGE OF MAJORITY (EIGHTEEN YEAR OLD STUDENTS)

Students who reach the age of eighteen will continue to be subject to school rules and regulations. Reports on academic performance, absences, and misbehavior are sent to the parents/guardians of those students who are living with or being supported by their parents/guardians, as are notices of student decisions made in lieu of parental consent.

Parents/guardians of students over age 18 are still required to call the Attendance Office to report an absence.

## **ALCOHOL, TOBACCO OR OTHER DRUGS**

### **Alcohol, Tobacco and Other Drugs**

The Board shall annually approve the guidelines set forth in the Alcohol, Tobacco, and Other Drug Use section of the implementing procedures.

#### **A. District Philosophy/Policy**

**Possession, use, or distribution of any attempt to use or distribute, 1) any illegal or controlled substance, including alcohol, drugs or any look-alike drug, tobacco product, or electronic cigarette, or 2) drug paraphernalia is prohibited.**

**Controlled substances include lawful drugs, prescription drugs not used or intended to be used in accordance with the prescription and over-the-counter drugs not used or intended to be used as directed.**

**Students are prohibited from possessing, using, being under the influence of or distributing alcohol, tobacco or other prohibited substances in school buildings, on school grounds, in school vehicles or at any school event or activity. Possession or distribution of drugs, look-alike drugs, tobacco product or electronic cigarettes or drug paraphernalia such as, but not limited to pipes, bongs, rolling paper, etc., in these locations is prohibited. In addition to instituting disciplinary proceedings, school officials will also deny attendance at any school program or function to students who appear to be under the influence of, or who are in possession of, alcohol or other prohibited substances. The Principal or Principal's designee will notify legal authorities of all evidence and reports of all illegal activity if warranted.**

**A student's eligibility to participate in Behind the Wheel portion of driver's education may be postponed if the student is found using or possessing alcoholic beverages, illegal drugs, or other controlled substances. The District will distribute regulations regarding eligibility for participation in driver's education to students at the beginning of the school year.**

**When, in the judgment of the Principal or the Principal's designate, it has not been established there was a violation, but there is reasonable basis to believe that a prohibited, alcohol, tobacco or other drug use and/or possession may have occurred:**

- 1. All information available will be given to the student's counselor and Student Assistance Program designee.**
- 2. Based on the counselor's knowledge of the student and in consultation with the counselor's supervisor, the counselor may set into motion a program deemed appropriate for the student and inform the Principal and parents/guardians of the program taken.**

3. **The Principal or Principal's designee will notify legal authorities of all evidence and reports of all illegal activity if warranted.**

**B. Consequences**

1. Tobacco or look-alike: If a student is suspected of using and/or possessing tobacco, tobacco products, or a look-alike product including but not limited to electronic cigarettes, all information will be directed to the Principal by the Deans or an Assistant Principal. If it is determined that a student did use and/or possess a tobacco product or look-alike product in violation of school rules, then the following consequences may apply. Consequences will be determined by the administration on a case-by-case basis. As a part of this process a re-engagement meeting will be held to assist in transitioning the student back into the school setting and offer available support services where appropriate.
  - a) First Offense
    - i. Three school days in-school alternative setting (reduced to one school day with successful completion of an approved student/parent educational program).
    - ii. Loss of parking privileges for 5 school days.
  - b) Second Offense
    - i. Five school days in-school alternative setting (reduced to three school days with successful completion of an approved student/parent educational program).
    - ii. Loss of parking privileges for 20 school days
  - c) Third and Subsequent Offenses
    - i. Eight school days in-school alternative setting (reduced to three school day with successful completion of an approved student/parent educational program).
    - ii. Loss of parking privileges for 40 school days
2. Alcohol and other drugs: All information concerning a student suspected of using and/or possessing, alcohol, inhalants or other drugs, will be directed to the Principal by a Dean or an Assistant Principal. If it is determined that a student did use and/or possess alcohol or other drugs in violation of school rules (the use of a breathalyzer and/or an oral fluid test may be used to determine if a student is under the influence of alcohol and/or other drugs),



then the following consequences may apply, determined by the administration on a case-by-case basis. As a part of this process a re-engagement meeting will be held to assist in transitioning the student back into the school setting and offer available support services where appropriate.

- a) Where the prohibited alcohol, inhalant or other drug use and/or possession does not involve the transfer or intent to transfer alcohol or other drugs by the violator to another student:
  - i. The Principal or Principal's designee will notify the student, parents/guardians, appropriate school personnel, and law enforcement officials, as warranted. Possible consequences will be discussed with the parents/guardians.
  - ii. The first instance of prohibited alcohol or other drug use and/or possession may result in the following:
    - 1. Eight school day in-school alternative setting that may be reduced to five school days if the student and parent/guardian agree to complete the District 113 approved student/parent educational program or another program approved by the Student Assistance Program designee at the parents'/guardians' expense.
    - 2. If an approved student/parent educational program is not successfully completed, the remaining three school days of in-school alternative setting will be served. Proof of completion of the next available approved student/parent educational program facilitator within one (1) week of the program completion or the remaining three days of the in-school

alternative setting will be served.

3. If the approved student/parent educational program has been previously completed, or determined inappropriate by the Student Assistance Program designee, the student and parent/guardian must complete an assessment from an approved outside agency/hospital at the parents'/guardians' expense in order to reduce from an eight school day to a five school day in-school alternative setting. Proof of the completed assessment must be submitted from the agency to the Student Assistance Program designee.
4. Loss of parking privileges for 20 school days.
5. Violation of the conditions of the in-school alternative setting may result in student placement in out-of-school suspension.

iii. The second instance of prohibited alcohol or other drug use and/or possession may result in:

1. Ten day out-of-school suspension with the requirement for the student and parents/guardians to complete an assessment from an approved outside agency at the parents'/guardians' expense.
2. Loss of parking privileges for 40 school days.
3. A recommendation for expulsion may be made if deemed appropriate.
4. The student is prohibited from participating in overnight

activities and/or overnight athletic events for one year from the date of the second incident. (This does not apply to a tobacco offense.)

iv. Any further instance of prohibited alcohol, or other drug use and/or possession may result in

1. Ten day out-of-school suspension
2. Loss of parking privileges for 180 school days.
3. Possible recommendation for expulsion pursuant to the expulsion procedures which thereafter governs the case.
4. The student is prohibited from participating in overnight activities and/or overnight athletic events for the duration of his/her high school career. (This does not apply to a tobacco offense.)

v. Parking fees will not be refunded if parking privileges are revoked or suspended; or if the student is suspended or expelled.

b) Distribution: The distribution or intent to distribute alcohol and/or other drugs by the violator to another student may result in the following consequences.

i. The Principal or Principal's designee notifies the student, parents/guardians, appropriate school personnel, and law enforcement officials, as warranted. Possible consequences are discussed with the parents/guardians.

ii. The first instance involving a distribution or intent to distribute may result in:

1. Ten day out-of-school suspension with the requirement for the student and parents/guardians to complete

either an approved student/parent educational program or an assessment from as approved outside agency at the parents'/guardians' expense, whichever the Student-Assistance Program designee deems most appropriate. Proof of a completed assessment must be submitted from the agency to the Student-Assistance Program designee prior to the end of the ten day out-of-school suspension.

2. A recommendation for expulsion may be made if deemed appropriate.
3. Loss of parking privileges for 40 school days.

iii. Any further instance involving such distribution or intent to distribute may result in a ten day out-of-school suspension and a possible recommendation for expulsion.

3. When, in the judgment of the Principal or the Principal's designee, it has not been established there was a violation, but there is a reasonable basis to believe that a prohibited alcohol or other drug use and/or possession has occurred:

- i. All information available is given to the student's counselor and/or Student Assistance Program or designee.
- ii. Based on the counselor's knowledge of the student and in consultation with the counselor's supervisor, the counselor may set into motion a program for the student and inform the Principal and parents/guardians of the action taken.

4. Prescription/non-prescription medications are to be registered with and dispensed in a manner consistent with the intended use of that medication by the school nurse. When the prohibited

medication falls into one of the following categories, the first offense will be a warning and parents will be contacted. Medications in this category include but are not limited to acetaminophen (Tylenol, Midol), ibuprofen (Motrin, Advil), and calcium carbonate (chewable antacid).

- i. Any possession, use, misuse (in a manner inconsistent with the intended use by the manufacturer) and/or distribution of prescription/non-prescription medications may result in a violation of this policy. Examples of these medications include, but are not limited to, Coricidin and Sudafed.
- ii. **Exception:** Upon a student's parents or guardians complying with the requirements set forth in 105 ILCS 5/22-30, Board Policy 7-270, Administering Medication to Students and District Procedures:
  - Students at risk of anaphylaxis are permitted the self-administration of an epinephrine auto-injector.
  - Students with asthma are permitted the self-administration of asthma medication.
  - Students with diabetes may possess and self-administer diabetic medication.

Nothing contained in this policy or guidelines limits the authority of any school staff member to remove a student immediately from a class or school property or activity in emergency circumstances.

## ASSEMBLIES

While attending assemblies and other school sponsored activities students are expected to demonstrate good audience behavior, showing respect for performers or speakers at all times. Proper applause, attentiveness during the program and an orderly departure at the end of the program are among the basic expectations for all students.

## **STUDENT ATTENDANCE AND TRUANCY (7-70)**

Township High School District 113 Board of Education acknowledges that student engagement and participation in all that Deerfield and Highland Park High Schools have to offer encourages student attendance. Being connected in some way to the high school is a major factor in supporting student success. The following factors are critical components of positive student engagement and attendance:

1. A positive physical and psychological environment;
2. The presence of strong adult role models;
3. Respectful and nurturing relationships between students and adults;
4. A high level of student participation and engagement;
5. A rigorous academic program with clearly defined goals and expectations.

Township High School District 113 Board of Education also recognizes that school attendance is both a student's right and responsibility, and understands there is a positive correlation between consistent school attendance, academic success, and school completion. Therefore, District 113 has and will continue to take measures to monitor and improve student attendance. This attendance policy has been developed and implemented in a concerted effort to meet the following objectives:

1. Increase school completion for all students;
2. Raise student achievement and close gaps in student performance;
3. Know the whereabouts of every student for safety and logistical reasons;
4. Verify that individual students are complying with education laws relating to compulsory attendance;
5. Identify attendance patterns, develop attendance improvement efforts, and highlight success;
6. Determine the District's average daily attendance for State aid calculation purposes.

### **ABSENTEEISM**

Students 17 years of age or younger are within the Illinois compulsory school age and are mandated to attend school. Students who are 17 years of age or above and are enrolled in the District are also mandated to attend school. Students are expected to be on time to each assigned period, ready to work when the class begins.

While the importance of regular and sustained attendance is recognized, the Board of Education understands that there will be times that students are absent for valid cause.

Township High School District 113 Board of Education defines absences with valid cause as the following:

1. Student illness
2. Necessary medical appointments,
3. School related absences (e.g., field trips, college visits, participating in school activities and athletic competitions)
4. Observance of a religious holiday
5. Death in the immediate family,
6. Family emergencies,
7. Reasonable concern on the part of the parent for the health or safety of their child,

8. And/or other situation beyond control of the student as determined by a school administrator.

Parents/guardians are expected to report and provide a reason for all absences to the high school attendance office the day their child is absent from school. Medical documentation may be required for multiple successive absences and/or excessive absences due to illness or medical condition.

By following proper procedures for authorizing a student and providing proper documentation, a student's absence will not count towards the 10 absences for audit status. Proper documentation includes, but not limited to courts, military or medical notes.

#### **MAKING UP MISSED WORK**

If a student is absent for any reason he/she is expected to make-up any missed assignments, including homework, projects, and tests. Make-up work is expected so that students will profit from future instruction. Teachers (with Department Chair approval) will specify practices regarding late and/or missing work.

#### **TRUANCY PROGRAM**

Students who are absent without valid cause are considered to be truant. Any student who is absent without valid cause for five percent (5%) or more of the previous 180 school days is considered to be a "chronic" or "habitual" truant. The Superintendent or designee will manage an absenteeism and truancy program in accordance with the School Code and School Board policy.

If a pattern of absences/truancy develops, District 113 will provide supports by working with the student and his/her family to determine the reason for the absences and provide supportive services and resources designed to improve attendance. Support services and resources may include, but are not limited to, the following:

1. Interview with student and family to discuss and address absences
2. Attendance meeting(s)
3. Attendance contract
4. Academic supports and services
5. Social/emotional support and services
6. Health service referral
7. Problem-solving team referral
8. Other specialized and appropriate supports and interventions

Efforts will be documented when supports are offered and refused by the student and/or parent/guardian.

Continued chronic truancy may result in punitive action after the provision of supportive services and resources. Students who are 17 years of age or younger and are chronically truant will be referred to the Lake County Regional Office of Education Truancy program and/or local police agencies as required by law, once all support services and resources have been exhausted.

A chronically truant student 17 years of age or older is subject to denial of enrollment for failure to meet minimum academic or attendance standards as outlined in the School Code.

### **STUDENTS WITH DISABILITIES**

Students who are eligible for special education and/or related services under either IDEA or Section 504 of the Rehabilitation Act of 1973 may not be denied enrollment or reenrollment in violation of their rights under either statute or the Americans with Disabilities Act. Available supportive services as referred to in these Policy/Procedures may include services provided to a student under the student's IEP or Section 504 plan.

Procedures for reporting student absences:

The Attendance Office must receive a parent/guardian call to authorize a student's absence. This call must be received by 11:59 p.m. on the day of the absence.

Parents or guardians are responsible for informing school officials when their student(s) are absent. Parents or guardians should call the high school between the hours of 7:15 a.m. and 3:30 p.m. at:

**224-632-3001**

After 3:30 p.m. and on weekends parents or guardians may leave a message on the attendance office voice mail. If a telephone call is not received by 12:00 a.m. the day of the absence, the absence will be unauthorized. Special circumstances will be considered by the Deans.

If a student needs to leave school during the school day, a parent/guardian must notify the attendance office a minimum of 2 hours in advance of departure.

If a student must leave school for an appointment of any kind, the attendance office clerks must be notified of the time of departure and the anticipated time of return by a parent or guardian. The student must check out in the Attendance Office, pick up a pass and present it to the staff member at either the Front Desk or the East Lobby upon leaving in order for the absences to be authorized. Students returning to school or coming in late must check in at the Attendance Office in order for the absence to be authorized. The Attendance Office must receive a phone call from a parent/guardian, or the absence will remain unauthorized.

**NOTE:** Students may **not** be "called out" for a class period they do not wish to attend while remaining at school. If the student does not attend class but remains in the building, the absence will be considered unauthorized. Students are expected to attend all scheduled classes.

A student who becomes ill at school must report to the Health Service. At the Health Service the nurse will:



- Note the time of arrival and departure of the student to authorize any class absences.
- Determine whether appropriate care should be provided in the office, at home or at the hospital, and
- Help the student make arrangements to get home if that is the best course of action.
- If a student becomes ill and leaves school, it is expected that the student will stay home for the remainder of the day.

Students who become ill and leave school without seeing the nurse will be marked unauthorized for any classes which they miss.

If a student begins the day ill, and later feels better and decides to come to school, the student must check in at the Attendance Office before going to class.

If a student has an emergency which is not health related and is not sure what to do, the student should report to the Attendance Office and see one of the Deans prior to leaving school.

#### Leaving building to go to a vehicle in parking lot

Students parked in the lot who need to retrieve something from their car may get a car pass in J-101. You must show security staff you are leaving to go to your vehicle in the lot. Disciplinary action will be taken if a student leaves the building without obtaining the appropriate pass.

#### Early Dismissal

Students who have an early release from school are expected to leave the building promptly at the end of their last class. If the school day schedule has been modified for an assembly, for example, it is the student's responsibility to remain in all of his or her classes until the end of their schedule.

#### Excessive Absences

*Students with excessive absences are identified and interventions may be initiated. Interventions and consequences have been established for authorized and unauthorized absences; please refer to the charts below. School related absences are not included on student transcripts and do not count towards accumulating absences that result in consequences.*

#### Procedures for a student being placed on Audit Status.

Students are placed on Audit status if they have any combination or UNA's or AUT's (excluding college visits, religious observances, school field trips, deaths in the family and serious medical events) per semester in any class. See following charts for absence numbers to trigger audit.

Students on Audit are expected to attend all classes, maintain all coursework, and behave appropriately. Teachers are not expected to change their practice in anyway when a student is placed on Audit Status.

The Audit Status Review Team made up of Principal, Assistant Principal, Dean and Counselor will seek information from teacher(s) to provide feedback on audited student prior to progress reports or grade reporting times. It will be determined at that time if the student will be able to earn credit for the course or other academic status will apply.

Procedures for Addressing Authorized/Valid and Unauthorized Absences/Invalid

The following interventions/supports and consequences may apply with respect to absences:

Authorized Absences per Semester

Number of Absences	School Response
5	<p>A letter will be mailed home from the dean's office, informing parents if absences accumulate to 10 (combination of authorized and unauthorized) medical documentation will be requested for each subsequent absence</p> <p>Each case will be reviewed on an individual basis</p> <p>If determined necessary, Counselors and Deans will hold an Audit Warning Meeting</p> <p>Accumulated USD result in audit process via unauthorized absences</p>
8	<p>Deans hold an Audit Warning Meeting with parents/student/counselor</p> <p>The student can be placed on our Attendance Watch list.</p>
10	<p>Deans hold meeting to place student on audit</p> <p>An e-mail will be sent out to teachers and counselor</p> <p>Student may only attend field trips with Deans' authorization</p> <p>Future Absences without a doctors' note will be entered into IC as USD- Unauthorized School Determined</p> <p>A school refusal interview may be conducted by school psych. Staff</p>
15	<p>Dean, AP or Principal will hold meeting</p>

18	A referral will be sent to the Attendance and Truancy Division of Lake County
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Unauthorized Absences per Semester

Number of Absences	School Response
1	<ul style="list-style-type: none"> <li>- Teacher has conversation with student when he/she returns to class</li> <li>- Placed in cue to be seen by attendance coordinators</li> <li>- Assigned detention(s) for all further UNA's</li> </ul>
2	<ul style="list-style-type: none"> <li>- Teacher has conversation with student when he/she returns to class</li> <li>- Teacher makes phone call contact with parent/guardian</li> </ul>
3	<ul style="list-style-type: none"> <li>- Deans hold an Audit Warning Meeting with parents/student/counselor</li> <li>- The student will be placed on our Attendance Watch list.</li> </ul>
5	<ul style="list-style-type: none"> <li>- Deans hold meeting to place student on audit</li> <li>- An email will be sent to teachers and counselor</li> <li>- Student may only attend field trips with Deans' authorization.</li> <li>- A school refusal interview may be conducted by School Psych. Staff.</li> </ul>
8	<ul style="list-style-type: none"> <li>- Attendance at extra-curriculars (i.e. dances, etc.) may be restricted</li> <li>- The student's lunch/free periods will be restricted and assigned possible study halls</li> </ul>
9	<ul style="list-style-type: none"> <li>- A referral will be sent to the Attendance and Truancy Division of Lake County.</li> <li>- Truancy referral (if under 17)</li> </ul>

Senior Finals connected to Attendance

Teachers will establish their class tardy policies, clearly communicate them to students, and monitor students being in class on time. Teachers may assign consequences within the framework of their classroom policies. Teachers may also send a Deans' referral. Upon receipt of a referral, the Deans will assign consequences beginning with a resource period detention.

Seniors will be eligible for Second Semester Finals Waivers if during his/her second semester a Senior has less than 5 unexcused absences (approximately 7% of the Senior Second Semester attendance days) or less than 10 total absences. The 10 total absences would include any combination of Unexcused Absences and non-school related

Authorized Absences such as College Visits, Family Emergencies, Medical Appointments, Religious Holidays, and Illnesses.

This rule will be applied on a per class basis meaning that if a student has exceeded the allowed amount of absences in one particular class, then the Second Semester Finals Waiver can be denied for that particular class.

Students may appeal the decision to deny a Waiver and all appeals will be heard by the Principal or Department Chair with final decisions made prior to senior finals.

#### Homebound Instruction/ Extended Illness

Parents/guardians of students hospitalized or ill who will miss three days or more of school should report the illness to the school nurse so the student may be placed on Extended Illness.

Students are eligible for homebound tutoring if a medical physician anticipates that, due to a medical condition, the student will be unable to attend school for two or more consecutive weeks or will be absent on an ongoing intermittent basis. To request homebound tutoring parents/guardians should contact the student's counselor.

#### **TARDY PROCEDURE**

c. **Definition**

**Students are considered tardy if they are not in their assigned area and ready to start work when class begins. A student presenting a valid pass is not considered tardy.**

d. **Violations**

**Teachers will apply disciplinary consequences for tardy behavior as per each building's tardy procedures.**

#### Tardiness Procedures continued

Students are expected to be on time for each assigned period, including classes, labs, and study halls.

The attendance office will issue two types of passes; green = authorized call to office and red = no call to the office at time of arrival to school.

Students late to class will need a tardy pass from the attendance office or the prior classroom teacher to enter the next scheduled area. Teachers are expected to mark the minutes late in the comments section in their attendance for documentation regardless of the color pass a student presents upon entry to class.

- If a student is tardy 2 times in a class, per semester, a behavioral referral will be written by the teacher and a detention will be assigned by the Deans or the principal designee.

## BICYCLES

Students should lock bicycles to the bicycle racks near the rear of the school. Bicycles should be attached only to bicycle racks located at the entrances.

## WHEELED DEVICES FOR TRANSPORTATION PURPOSES

Objects containing wheels that can be used to speed transport around the school are not allowed. Wheeled devices include, but are not limited to: skateboards, scooters, Heelys shoes and hover boards. Hover boards will not be allowed on campus due to safety and potential fire hazard.

## PREVENTING BULLYING, INTIMIDATION, AND HARASSMENT (7 – 180)

**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 is an important District goal. The District will not tolerate bullying whether verbal, physical, or visual as bullying interferes with a student’s educational performance by creating a hostile or offensive educational environment.**

**Bullying is defined as any severe or pervasive physical or verbal act or conduct, including written or electronic communications, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:**

- e. Placing the student in reasonable fear of harm to the student’s person or property.**
- f. Causing a substantially detrimental effect on the student’s physical or mental health.**
- g. Substantially interfering with the student’s academic performance.**
- h. Substantially interfering with the student’s ability to participate in or benefit from the services, activities or privileges provided by a school.**

**Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, hazing and/or inappropriate initiation, destruction of property, or retaliation for asserting or alleging an act of bullying.**

**Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, citizenship status, 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 also prohibited.

No student shall be subjected to harassing, intimidating conduct, or bullying whether verbal, physical, or visual that occurs:

- i. During any school sponsored education program or activity.
- j. 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.
- k. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
  4. Through transmission of information from any school-sponsored publications and forums that may reasonably be perceived as sponsored by the school; or
  5. In any other way that has a nexus to school or school activities.

This policy is not intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 or 4 of Article 1 of the Ill. Constitution.

### **BUS CONDUCT (7-220)**

All students must follow the District's *School Bus Safety Rules*.

#### **School Bus Suspensions (7-220)**

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

- Prohibited student conduct as defined in School Board policy, 7-190, *Student Behavior*
- Willful injury or threat of injury to a bus driver or to another rider
- Willful and/or repeated defacement of the bus
- Repeated use of profanity
- Repeated willful disobedience of a directive from a bus driver or other supervisor
- 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 or misconduct and an opportunity to respond.**

**Academic Credit for Missed Classes During School Bus Suspensions**

**A student suspended from riding the bus who does not have alternate transportation to school will have the opportunity to complete or make up work for equivalent academic credit. It will be the responsibility of the student's parents or guardians to notify the school that the student does not have alternate transportation.**

Electronic Recordings on School BusesElectronic Recordings on School Buses

**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.**

**BUS EXPECTATIONS**

Bus passes (designated on the I.D. card) are issued to eligible students. Passes are non-transferable, may be revoked on a temporary or permanent basis for cause, and must be shown upon request.

Smoking, vandalism, misbehavior, and inappropriate conduct of any kind will not be tolerated.

Students are required to obey the bus driver at all times.

In addition to other consequences, infractions of bus rules may result in restriction or loss of bus privileges. Other disciplinary measures may also be assigned for inappropriate bus behavior.

Currently, bus transportation is available without cost to students who live at least one and one half miles from the school.

Students who live within the one and one half mile distance from school may arrange to ride the bus after payment of a fee (\$230.00 per semester) but will be required to use an existing bus stop. Information about fees is available from the Director of Transportation at (224) 765-1040.

Spectator buses to "away" events may be available if enough students are interested in the service. A student going to an activity on a bus must return on the same bus unless the student's parent or guardian, either in person or in writing to the bus chaperone, authorizes an alternative arrangement. No refund of spectator bus fares will be granted. Departure from Deerfield will be announced in the daily announcements. Departure time from the event will be fifteen minutes after the end of the event.

- Tickets must be purchased at the bookstore during lunch periods or after school. Prices will vary, depending on the distance to be traveled.
- All general bus regulations must be observed. Chaperones will report violations to the Deans' Office.
- Bus changes are not permitted.

All school rules regarding smoking, misbehavior and vandalism apply on the bus, including spectator buses and field trips buses. Appropriate behavior is always expected on buses; inappropriate behavior will not be tolerated.

### CAFETERIA CONDUCT

*No food is to be consumed in the building except in the designated eating areas.* Food is to be consumed in the provided cafeterias. Eating or drinking in the courtyard or other locations is permissible with staff approval.

*Students are to assist in maintaining a clean and safe environment including lunch room tables.* All students are expected to clean any tables or areas where they consume food. Students with permission to eat in other locations in the building are expected to clean the area they use to the satisfaction of the teachers or supervisors in the area.

*Students are not permitted to sit on or place their feet on tables.*

*Infractions of cafeteria rules may result in a restricted lunch period and/or other disciplinary action.*

Appropriate behavior is expected of all students in the cafeteria.

- Students must bring their ID to the entrance of the service area.
- All students are expected to clean the tables in the cafeteria between lunch periods.
- Food may be consumed in the cafeteria and in designated classrooms per teacher discretion.



- Students must pay for items purchased in the cafeteria before consuming them.
- If a student does not obey a cafeteria supervisor or breaks a specific rule, the student may be restricted from the cafeteria, or some other disciplinary action may be taken.
- Students cannot use someone else's ID to purchase food in the café. If you want to purchase food for someone else, you must be present to make the transaction.
- Free lunches are available to eligible students. Application forms, which include federal income guidelines, are available on our website.

### CARD PLAYING

Card playing on school property is prohibited. See Gambling.

### CELL PHONES

Student use of cell phones or other electronic devices during the school day is a privilege. Adherence to the guidelines below is essential to maintaining an appropriate academic environment and the integrity of the classroom. Use of cell phones and other electronic devices in prohibited areas will result in consequences including, but not limited to, parent involvement, detention(s), Saturday detention(s), suspension, loss of parking privileges and/or loss of other privileges.

*Cell phones and all functions within the cell phone (i.e. cameras and all other applications) are prohibited in the following areas unless expressly permitted by a staff member for educational purposes: Classrooms, M-110, Academic Resource Center, Computer Labs, Learning Resource Center, Restrooms, Locker Rooms/ P.E. Areas, Health Services, Deans Office and all Department Office Areas.*

The DHS CCRC and Library (when not functioning as a classroom) will permit texting and other cell phone uses except talking on the phone, use of camera or video and/or anything that disrupts the learning environment.

Students must comply with staff directives, including but not limited to, ending phone conversations for student-staff interaction and using appropriate voice volume and device volume. When in use, cell phones must be on silent mode so that no audible ring tone is heard.

Students using cell phones or other functions on electronic devices in any manner that disrupts the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to, using the device in violation of our academic honesty policy, violating school conduct rules, harassing or bullying staff or students, or using their device for unlawful purposes will be subject to more

severe disciplinary action, up to and including suspension and/or expulsion and may be reported to the Deerfield Police Department.

*Cell Phone Rule: The respectful, non-disruptive use of cell phones is permitted in any area except those listed above. As soon as the threshold of the classroom or any prohibited area is crossed, during the school day, cell phones need to be put away and made undetectable (i.e., silenced). Cell phone use in a prohibited area will result in the confiscation of the device by staff during the period. The cell phone needs to be returned to the student at the end of the period. A student referral needs to be written for the Deans' office to review and meet with that student. Violation of the cell phone rule as stated above may result in a school detention or up to a six-hour Saturday detention.*

### CLOSED CAMPUS

Deerfield High School is a closed campus. Students are not to leave campus during their school day without proper authorization. If a student is found outside the building without a pass the student shall be considered to be attempting to leave campus without proper authorization. Students who wish to retrieve items from their car must obtain a pass from the Deans' office. Leaving campus without authorization will result in consequences including but not limited to Saturday detentions, alternative in-school setting and loss of parking privileges. Students are subject to search for leaving campus without authorization from school official.

During final exams, the campus is open due to an alternative schedule for students.

### COMPUTER NETWORK AND INTERNET ACCEPTABLE USE (Policy 6-220)

#### Scope of Policy

**This Policy and implementing Procedures are intended to serve as a guide to the scope of the District's authority and the safe and acceptable use of the District's computers, computer network, and Internet access. This policy governs all use of District computers, the District's local and/or wide area network, and access to the Internet through District computers or the District's local and/or wide area network, which will be collectively referred to in this Policy and its implementing Procedures as the District's "computer network." For purposes of this Policy and implementing Procedures, use of the District's "computer network" also shall include any use of computers outside the District's computer network in those instances where those computers are used to access the District's computer network. Additionally, use of the District's "computer network" shall include use of other electronic communication devices owned and/or issued by the District or used to access the District's computer network, including, but not limited to cellular or mobile phones, smart phones, and text messaging devices.**

### Access to Electronic Networking

Access to the computer network is a privilege, not a right. The Board has a duty to insure that the manner in which the computer network is used does not conflict with the basic educational mission of the District. Use of the District's computer network may be restricted in light of the maturity level of students involved and the special characteristics of the school environment. Therefore, the District shall not permit use of the computer network which: (a) disrupts the proper and orderly operation and discipline of the schools in the District; (b) threatens the integrity or efficient operation of the District's computer network; (c) violates the rights of others; (d) is socially inappropriate or inappropriate for a student's age or maturity level; (e) is intended as an immediate solicitation of funds, unless approved by the Superintendent or designee for school-related purposes; (f) violates federal, state, or local law, including but not limited to copyright laws; or (g) constitutes gross disobedience or misconduct. The District also shall implement technology protection measures consistent with the *Children's Internet Protection Act* and its implementing regulations.

The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

### Acceptable Use

Use of the District's computer network must be: (1) for educational or research purposes consistent with the District's educational mission (2) for legitimate business purposes; or (3) occasional and incidental personal use, provided such use complies with this Policy, its implementing Procedures, and other terms and conditions of computer network access promulgated by the Board of Education or Superintendent. The District's computer network is not intended to be used as a public forum for general use. Users of the District's computer network have no expectation of privacy with respect to electronic communications or files created on, or sent to, or via the District's computer network.

### Internet Safety

The Superintendent or designee is authorized to implement this Policy and its Procedures. The Superintendent also may promulgate additional procedures, and other terms and conditions of computer network use as may be necessary to ensure the safe, proper, and efficient operation of the computer network and the individual District schools. The Superintendent or designees shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful

activities, and

**5.Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.**

- **Student Authorization for Computer Network Access**
- **Non-Student Authorization for Computer Network Access**
- **Student Computer Network Access [if applicable]**
- **Parental Authorization for Student's Computer Network Access [if applicable]**

Misuse of computer hardware, modification or illegal copying of software belonging to District #113 will result in consequences such as, but not limited to, detention, suspension or expulsion. Students may not knowingly access computers or computer programs without authorization and may not exceed authorized network limits. Students may not download materials from other sources without staff permission.

- Students can ask to gain access to restricted Internet sites, and will be asked to demonstrate a curriculum based need to do so.
- Students shall report inappropriate websites that they discover while using school computers.
- Students shall report any knowledge of misuse of district computers, including hardware and software.

Township High School District 113 Chromebook Agreement

Giving our students and teachers the tools they need to succeed in a digital world is an important endeavor for our District. To be college and career ready, our students will need to be adept at using technology for critical thinking, problem-solving, collaboration, multi-media research and sharing, and as an essential tool for interaction in a global environment. We are excited to launch our 1:1 initiative in support of these goals, in which each of our freshman and sophomore students will be issued a Chromebook at the beginning of the 2014-15 school year to be used throughout their years in District 113 and beyond.

To help our students successfully navigate the 1:1 learning environment and take full advantage of the investment in this technology as a tool for learning and engagement, District 113 has developed the following guidelines. It is vital that all students and their parents understand and abide by these guidelines.

Responsibility for the Chromebook

Students are solely responsible for the Chromebooks issued to them and must adhere to the following:

- Students must comply with the District's Use of Technology Policy (6:220)
- Unless otherwise instructed, the Chromebooks are intended for use at school each day. Students are responsible for bringing their fully charged Chromebook to school every day. (Note: A fully charged Chromebook should last at least 8 hours.)
- Students should treat their device with care and never leave it in an unsecured location.
- Devices should be kept in a protective case or backpack when the student is traveling.
- Students must promptly report any problems with their Chromebook to the school Technology Office.
- The serial number and other identification tags, which include the student's name, grade and ID number, must not be removed or interfered with. If a student loses a Chromebook while at school, it will be returned to the Tech Department
- Students may not attempt to remove or change the physical structure of the Chromebook, including the keys, screen cover or plastic casing.
- Students may not attempt to install or run any operating system on the Chromebook other than the Chrome OS operating system supported by the district
- The devices should be kept clean, and nothing (i.e. Finger, pen, pencil, etc.) should touch the screen other than approved computer screen cleaners. Chromebooks are not touch-screen devices, and are operated via trackpad and keyboard only.

#### Spare Equipment and Lending

If a student's Chromebook is inoperable, the school has a limited number of devices for use while the student's Chromebook is repaired or replaced. These guidelines remain in effect for loaner computers. Students must have a fully functional Chromebook to work with at all times. If a student experiences problems with his/her Chromebook, they must immediately report the issue and request a spare device. If a student does not bring his/her Chromebook to school, the student may be required to borrow a device from the school based on the direction from his/her teacher. Rev. 8/4/2014

#### Ownership of the Chromebook

Chromebooks are the property of the District until the Guardian/Parents/Student pays their portion of the cost in full. To ensure their use as a positive learning tool in coordination with the District's curriculum, District 113 administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via

electronic remote access and to alter, add or delete installed software or hardware during their school enrollment.

#### Warranty and Insurance

The Chromebook includes a one year hardware warranty from the manufacturer. This does not cover accidental breakage or theft. The cost of all breakages and repairs are the responsibility of the student. The District will offer repairs of damaged equipment (not covered by the device warranty) for the cost of parts. Loss of the device will result in the student being charged full replacement cost in addition to the outstanding balance of their original Chromebook.

Optional insurance through a third party provider will be available for students and their families to purchase. See the District 1:1 website for more information <http://www.dist113.org/1to1/>

#### Cost of Chromebook

Guardian/Parents/Students are responsible for paying \$160 of the cost of the Chromebook. District 113 is covering the remaining portion of the cost. The \$160 will be paid in equal yearly installments over the student's school enrollment. Upon payment of their portion of the cost in full the student/family owns their Chromebook. If the student ceases to be enrolled in Township High School District 113, the student must either return his/her device to District 113, or pay the remaining balance in full if they wish to keep the device. Fee waivers for this program applies.

For more information please visit the District 1:1 website at <http://www.dist113.org/1to1>. Here you will be able to find information on policies, insurance, and background related to the 1:1 program.

### CURFEWS

Teenagers and their parents/guardians should be aware that a driver's license of a driver under the age of 17 is NOT valid if the driver is in violation of the state curfew hours.

Local law enforcement officials enforce curfew hours established both by local ordinances and by state law. It is unlawful for a person less than eighteen (18) years of age (in Deerfield and Highland Park) and (17) years of age (in Highwood) to be present at or upon any public assembly, building, place, street or highway at the following times unless accompanied and supervised by a parent, legal guardian or other responsible companion at least twenty one (21) years of age approved by a parent or legal guardian

or unless engaged in a business or occupation which the laws of this State authorize a person less than eighteen (18) years of age to perform:

- Between one minute after twelve o'clock (12:01) A.M. and six o'clock (6:00) A.M. Friday;
- Between one minute after twelve o'clock (12:01) A.M. and six o'clock (6:00) A.M. Saturday;
- Between eleven o'clock (11:00) P.M. on Sunday to Thursday, inclusive and six o'clock (6:00) A.M. on the following day.

It is unlawful for a parent, legal guardian or other person to knowingly permit a person in his custody or control to violate the above. Deerfield High School supports and considers the curfew hours when scheduling evening activities.

### DANCES

The following rules apply at all dances at Deerfield High School.

- All students must present a valid student I.D. card to gain admittance to the dance.
- Students who wish to bring non-Deerfield High School students as guests to a dance must register them at least three days prior to the dance in the Deans' Office.
- Students arriving late to a dance due to a school activity or athletic event must have prior permission through the Dean's Office or the Student Activity Director.
- All dances will post times of admittance and non-admittance.
- Students who leave a dance for any reason may not re-enter.
- All school rules and expectations are in effect during all dances, including those held at an off-campus location.
- Inappropriate dancing and other activities deemed unsafe by dance supervisors are not allowed.
- Appropriate dress is expected at all dances.
- Failure to comply with rules and expectations may result in being asked to leave.

General guidelines for dances may be supplemented by specific expectations for certain events during the school year.

### DEFIBRILLATORS

Consistent with the School Board's policy on Automated External Defibrillators (AED) and for the health and wellness of the District's staff, students, parents and visitors, Deerfield High School hereby institutes procedures for a Public Access Defibrillation (PAD) Program. AEDs are for the treatment of sudden cardiac arrest (SCA) in district buildings.

AEDs shall be placed at the following locations:

1. Corridor B

2. Corridor K
3. Corridor E
4. X wing (2<sup>nd</sup> Floor)
5. Studio Theater
6. A Deck
7. Trainer's Office
8. Three portable AEDs located in AED boxes on school grounds

### **STUDENT BEHAVIOR (7-190)**

**The Board of Education authorizes the Superintendent to promulgate such Administrative Procedures as may be necessary to effectuate this Policy in accordance with State and federal laws.**

#### Student and Staff Expectations and Responsibilities

Students and staff have expectations and responsibilities at Deerfield High School, that are intended to create an environment of mutual caring, trust and respect. At this school we believe that students have a right to:

- an appropriate and challenging curriculum,
- assistance from school staff with issues of educational planning,
- a school climate which fosters mutual caring, trust and respect, and
- disciplinary procedures which are appropriate and which provide for due process for students.

The school believes that certain responsibilities accompany these expectations for students that include:

- responsible for their own actions,
- respectful of the rights of other students and staff members to create a positive environment which promotes learning,
- respectful of the authority of school staff, and of school and community property,
- responsible for the highest possible level of personal academic achievement, and
- aware of school rules and expectations and methods of discipline. Ignorance of the rules does not excuse a violation.

Staff members also have expectations which reflect the intent to create an appropriate tone in our school that include:

- an orderly environment in the classroom and hallways to facilitate learning,
- an attitude of respect accorded by students and parents,
- apply school and classroom policies and procedures in response to student behavior,
- show concern and respect for each student's needs,
- plan and conduct an appropriate instructional program,
- create an orderly classroom environment,
- enforce rules for student behavior in a fair, consistent and timely manner at school, at extracurricular activities, and at other school sponsored events,
- inform parents of concerns about academic progress, attendance and student conduct, and



- be guided by professional ethics at all times.

If a problem exists in a class related to either academic or behavioral concerns, the student is urged to make contact with the teacher involved and to attempt to work out a solution appropriate to the situation. If resolution does not occur, the student should then speak to his or her counselor or to a dean for guidance regarding next steps. Such steps might include a meeting between the student and teacher with the department chairperson or one of the deans. This meeting might include other individuals, such as the counselor, that the student wishes to have present. If resolution still has not occurred, other options will be discussed with the student.

When school staff believes a student's behavior is inappropriate or when unauthorized absences occur, they prepare a referral which is reviewed by deans and counselors for possible disciplinary action. Referrals become part of a student's temporary record, and are available only to the student, the student's parents or guardians, or to certified employees of the District with a demonstrated educational or administrative interest in the student. The teacher will fill out a referral describing the incident and, after listening to the student's perception of the incident, the Dean and teacher will attempt to solve the problem. Such resolution may involve determining an appropriate consequence based on the particulars of the situation and such extenuating circumstances as are determined to be relevant. Students are expected to report to the Deans' Office if sent from class, unless specifically directed elsewhere by the teacher.

These behavior records are disposed of in accordance with the law after a student graduates or transfers to another school.

When students and staff exercise these expectations and responsibilities, the atmosphere at Deerfield High School remains one which fosters learning at the highest level possible. The school will work with students and families to be certain that these mutual rights and responsibilities are exercised at all times.

#### **I. General Disciplinary Authority**

**Because the Board of Education is entrusted with protecting the safety, health, and welfare of the students, staff and property of the School District, it may be necessary at times to discipline students whose conduct affects the well-being of the schools. The Board of Education hereby authorizes the use of discipline in accordance with this Policy, and further authorizes the limited use of isolated time-out and physical restraint interventions consistent with Illinois law and Board of Education Policy No. 7-194. In accordance with constitutional due process and statutory requirements, The Superintendent or Superintendent's designee may suspend or recommend the expulsion of students from school for acts of gross disobedience or misconduct and otherwise maintain discipline in the schools. Only the Board of Education may determine to expel a student from school. The Superintendent and/or the Superintendent's designee may suspend students from school or the school bus for up to ten (10) consecutive school days, and may suspend a student from riding the bus in excess of 10 school days for safety reasons. Suspensions or expulsions of students shall occur in compliance with procedural regulations to be promulgated and implemented by the administration of the District. Disciplinary measures other than suspension or**

expulsion shall be determined by the administration and established in general regulations governing student discipline.

Board Policy 7-300, *Extra/Co-Curricular Activities/Athletics* and its implementing regulations supplements, but does not supplant, this policy. Any imposition of disciplinary consequences under this policy does not preclude other consequences under Board Policy 7-300.

## **II. Mandatory Expulsion for Bringing Weapons to School**

Pursuant to the federal *Gun-Free Schools Act* and Section 10-22.6 of the *School Code*, it is the policy of this Board of Education to expel from school for at least one calendar year (but no longer than two calendar years) any student who has possession or control of or uses or transfers a "weapon" at school, any school sponsored activity or event, or any activity or event which bears a reasonable relationship to school. The term "weapon" in this context is defined in the Administrative Procedures implementing this Policy. The Superintendent may modify this mandatory expulsion period, and the Superintendent's recommendation may be modified by the Board on a case-by-case basis.

## **III. Required Notices: Reporting Firearm, Drug and Other Criminal Incidents**

If a school official observes any person to be in possession of a firearm on the property comprising the school, on any conveyance used by the school to transport students to or from school-related activities, or on any public way within 1000 feet of the property comprising the school, the school official will immediately notify the office of the principal. Such notification may be delayed if necessary to avoid endangering students or the school official, but must be completed as soon as there is no longer immediate danger. (This provision does not apply when the school official knows the person to be a law enforcement official conducting official duties.)

Once the principal receives such a report from a school official or from any other person, the principal or his or her designee will immediately notify a local law enforcement agency. If the person found to be in possession of a firearm is a student, the principal or his or her designee also will immediately notify the student's parent or guardian. If the person found to be in possession of a firearm is a minor, the law enforcement agency will detain the person as required by law.

In addition, upon receipt of a report from any school personnel regarding a verified incident involving a firearm in a school, on school grounds, or on conveyance used to transport students, the Superintendent and/or the Superintendent's designee will report the incident immediately to local law enforcement authorities and to the Department of State Police in a form, manner and frequency as prescribed by the State Police.

For purposes of these reporting requirements, a “firearm” shall be defined as:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alikes” of any firearm as defined above.

Upon receipt of a written complaint from any school personnel, the Superintendent must report all incidents of battery committed against teachers, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack and to the Department of State Police’s Illinois Uniform Crime Reporting Program no later than 3 days after the occurrence of the attack.

Further, any incident of manufacture, delivery or possession with intent to deliver cannabis, a controlled substance or a look-alike occurring in a school, on school property, on a public way within 1000 feet of a school, or in a vehicle used to transport students must be reported to the police or the county sheriff by the Principal or designee within 48 hours of its occurrence.

If the District reports to a law enforcement agency any crime committed by a special education student, the District shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by the appropriate agency authorities, to the extent permitted by state and federal law, with prior written notice to the parents and in accordance with the Board of Education’s Policy on Student Records.

**IV. Delegation of Authority by Teachers and Other Employees**

Teachers, other certificated employees, and any other person, whether or not a certificated employee, providing a related service for or with respect to a student may use reasonable force as needed to maintain safety for other students, school personnel or persons, or for the purpose of self-defense or the defense of property. Teachers may remove students from the classroom for disruptive behavior

**V. Misconduct by Students with Disabilities (7 – 230)**

**Behavioral Interventions**

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate

behaviors. Individual Behavior Intervention Plans will be developed and documented as part of the student's Individual Education Program. A committee composed of parents and District 113 staff members, subject to Section 14-8.05 of the Illinois *School Code* shall implement and monitor procedures on the use of behavioral interventions for children with disabilities.

#### **Discipline of Special Education Students and Students with Section 504 Plans**

The District shall comply with the federal and state regulations when disciplining students with disabilities. No student 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. Discipline of students with disabilities shall comport with Board Policy 7-190, *Student Discipline* and its implementing procedures.

Behavior Intervention guidelines and procedures can be found linked to Board Policy 7-230, and/or in the Principal's or Dean's office.

#### **VI. Definition of Misconduct and Gross Disobedience**

Misconduct and gross disobedience shall include, but is not limited to, the following types of conduct and such other conduct as may be designated from time to time by policy of the Board of Education or the administration:

- B. Insubordination to school personnel, including failure to follow directions or to produce student identification passes.
- C. Possession, use, or distribution of, or any attempt to use or distribute, 1) any illegal or controlled substance, including alcohol, drugs or any look-alike drug, tobacco product, or electronic cigarette, 2) drug paraphernalia, or 3) any inhalant, regardless of whether it contains an illegal drug or controlled substance 4) any anabolic steroids, performance-enhancing substances, prescription drug when not prescribed for the student: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

- D. **Participation in gang, gang-like, or gang-related activities.**
- E. **Exhibition of aggressive behavior, harassment, hazing, inappropriate initiation, or any kind of bullying, including cyber bullying, that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct as further defined in Board Policy 7-20, *Harassment of Students Prohibited*, Board Policy 7-180, *Preventing Bullying, Intimidation, and Harassment of Students*, and Board Policy 7-191, *Hazing and Inappropriate Initiation*.**
- F. **Intimidation of, or any attempt to intimidate, school personnel or other students.**
- G. **Fighting with, or any assault of, school personnel or other students, or any use of violence, force, coercion, threats, intimidation, fear or other such conduct, or urging other students to engage in such conduct.**
- H. **Theft of or intentional damage to, destruction of, or any attempt to damage or destroy, school property or property of school personnel or other students.**
- I. **Verbal abuse of school personnel or other students, or use of profane or obscene words or gestures.**
- J. **Endangering of the physical or psychological well-being of school personnel or other students by conduct or actions, including, but not limited to:**
  - 1. **Improper release of a school fire alarm or tampering with fire extinguishers;**
  - 2. **Starting, or any attempt to start, a fire on school property; or**
  - 3. **Setting off, or any attempt to set off, explosive devices on school property.**
- K. **Possession, use or display, control or transfer of a firearm, weapon, or any reasonable facsimile.**
- L. **Use or display of a cellular phone or other electronic device, including any audible noise from the device while in any school building or on any school property, during regular school hours or at any other time, except as authorized by Board Policy, the**

Superintendent and/or the Superintendent's designee, or the student handbook.

- M. **Disruptive behavior or conduct.**
- N. **Repeated incidents of misbehavior, including repeated refusal to comply with school rules.**
- O. **Truancy, i.e., absence from school or classes without valid cause during a school day or portion thereof, provided, however, that no student shall be subject to punitive action for chronic and habitual truancy, as that term is defined in the *School Code*, unless available supportive services have been provided to the student.**
- P. **“Sexting” or other inappropriate multi-media use. Sexting is defined as sending, forwarding, displaying, possessing, sharing, retaining, storing or posting sexually explicit, lewd, indecent, or pornographic photographs or messages, including text, audio, video and image media, by or on a cell phone, computer, or other electronic means including an electronic storage site on the internet, including but not limited to social networking sites. Inappropriate multi-media use is described in Board Policy 6-220, *Computer Network and Internet Acceptable Use*.**
- Q. **Academic dishonesty, including cheating and plagiarism.**
- R. **Accessing or distributing materials prohibited under Board Policy 7-130, *Student Expression—Rights and Responsibilities* or for writing, creating, or publishing such material intending for it to be access or distributed at school.**
- S. **Any activity, on or off campus, that interferes with, may reasonably be forecast to disrupt, actually 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 student or staff member; or (b) endanger the health or safety of students, staff, or school property; or (c) cause, or may reasonably cause substantial injury or disruption or material interference with school-related activities or the rights of other students or school personnel.**
- T. **Any other acts which violate the law, other Board Policy, or otherwise are of such an egregious nature as to constitute, on its face, gross disobedience or misconduct.**

A student is subject to disciplinary action for engaging in *prohibited student conduct*, as described above, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school
3. Traveling to or from school or a school activity, function, or event
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.

**VII. Enrollment of Students Under Suspension or Expulsion in Preceding School District**

Pursuant to Section 2-3.13a of the *School Code*, this district shall not enroll a student who is under suspension or expulsion in the school district in which he/she was previously enrolled until such time as the duration of the suspension or expulsion imposed by the school district of prior enrollment is completed. In the alternative, the Board reserves the right to accept the student for enrollment, but place the student in an alternative school program for the remainder of the suspension or expulsion.

**VIII. Discipline Based on Parent Refusal to Administer or Consent to Administration of Certain Medications**

No student shall be subject to any disciplinary action that is based either totally or in part on the refusal of a student's parent or guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student. Nothing in this section, however, prohibits discipline of a student for violation of school behavior guidelines or engaging in gross disobedience or misconduct as defined in this Policy and its accompanying Administrative Procedures.

**IX. Parent-Teacher Advisory Committee**

The Board shall maintain a parent-teacher advisory committee to develop with the Board policy guidelines on student discipline, and such committee must review

these guidelines on an annual basis. In addition, the advisory committee, in cooperation with local law enforcement agencies, shall establish and maintain a reciprocal reporting system between the District and the local law enforcement agencies regarding criminal offenses committed by students. Consistent with Section 10-20.14 of the *School Code*, the Superintendent and/or the Superintendent's designee, in consultation with the Parent-Teacher Advisory Committee and other community-based organizations, also shall develop Administrative Procedures containing parent notification and early intervention procedures aimed at students who have demonstrated behaviors that put them at risk for aggressive behavior, including but not limited to, bullying.

**X. Distribution of Policy**

Students shall be informed annually of the Board's discipline policy. Additionally, this policy shall be distributed to the parents or guardian of each student within fifteen (15) days of the beginning of the school year, or within fifteen (15) days after a transfer student begins classes in the School District.

**XI. Interventions and Consequences**

Detentions

Detentions are viewed as extensions to a student's school day or week. In certain instances, a student may be assigned a before, during or after school detention for behavioral or attendance issues. Before school detentions are served from 7:30 – 8:00 a.m. in the Deans Office. After school detentions are served from 3:30 to 4:00 p.m. in Room M-110. Detentions issued during the school day will be served during the student's resource periods. Failure to report to an assigned detention will result in additional consequences. Students may also be assigned Saturday detentions for behavioral or attendance reasons. All Saturday detentions begin at 8:00 a.m. on the assigned morning, and may extend as late as 2:00 p.m. depending on the seriousness of the infraction.

All students' assigned detentions are encouraged to work on assignments for classes during the time they are assigned the detention.

Alternative in-school setting

Students who are placed in an alternative in-school setting will be in the school building from 8:10 until 3:14 p.m. unless otherwise directed by Deans or principal designee. On the day of an alternative in-school setting the student is expected to meet in the Dean's office at 8:05 with all materials required for classes. At this time a review of the day will occur and a determination will be made regarding electronic devices. Assignments are to be sent by teachers and must be completed. No academic penalty is associated with work completed during alternative in-school setting. Absences from classes that result from serving alternative in-school setting are considered "school related" absences. In incidences of gross misconduct, the dean's may restrict the participation in



extracurricular events or school related activities. Failure to meet expectations in alternative in-school setting may result in further disciplinary consequences. At times a reentry conference will be established at the end of the alternative in-school setting to review progress of the alternative in-school setting and expectations of concerning behavior. The Building Principal or designee shall ensure that the student is properly supervised.

#### Out-of-School Suspensions (7-200)

Out-of-school suspension from school and all school activities are in accordance with Board Policy 7:200, *Suspension Procedures*. Before an out-of-school suspension is given, a conference will be convened in which the school administrator will advise the student of the charge(s), the reasons for the proposed suspension, and the evidence supporting a suspension. The student will be afforded an opportunity to respond, unless the student poses an immediate threat to persons, property, or the educational process. If the administrator assigns a suspension, notice of the suspension will be reported to the parents or guardian by telephone and by letter, and they will be informed of their right to a review of the decision following a process which is described below.

The following requirements apply to out-of-school suspensions by duration:

#### Out-of-school suspension for 1-3 days

Written notice of the school's decision to suspend a student for 1-3 days must include the following information:

- Right to a review of the suspension
- Opportunity for the student to make up work missed during the suspension for equivalent academic credit
- Details of the specific act of gross disobedience or misconduct resulting in the decision to suspend
- Rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student of his/her act of gross disobedience or misconduct
- Explanation that the student's continuing presence in school would either pose a threat to school safety or a disruption to other students' learning opportunities

#### Out-of-school suspension for 4 days

Written notice of the school's decision to suspend a student for 4 days must include the following information:

- Right to a review of the suspension
- Opportunity for the student to make up work missed during the suspension for equivalent academic credit
- Details of the specific act of gross disobedience or misconduct resulting in the decision to suspend
- Rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student of his/her act of gross disobedience or misconduct
- Explanation that other appropriate and available behavioral and disciplinary interventions have been exhausted, such as, but not limited to, parent

- notification/involvement, functional behavioral assessments, RtI, detention, loss of privileges, after-school programs, and in-school suspensions
- Explanation as to whether school officials attempted other interventions or determined that no other interventions were available for the student
- Explanation 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, impeded, or interfere with the operation of the school

Out-of-school suspension for 5 or more days

Written notice of the school's decision to suspend a student for 4 days must include the following information:

- Right to a review of the suspension
- Opportunity for the student to make up work missed during the suspension for equivalent academic credit
- Details of the specific act of gross disobedience or misconduct resulting in the decision to suspend
- Rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student of his/her act of gross disobedience or misconduct
- Explanation that other appropriate and available behavioral and disciplinary interventions have been exhausted, such as, but not limited to, parent notification/involvement, functional behavioral assessments, RtI, detention, loss of privileges, after-school programs, and in-school suspensions.
- Explanation as to whether school officials attempted other interventions or determined that no other interventions were available for the student
- Explanation 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, impeded, or interfere with the operation of the school
- Documentation by the Superintendent or designee determining what, if any, appropriate and available support services, such as, but not limited to, counseling/social work services, tutoring services to facilitate make-up work, placement in alternative school/program, referrals to outside resources, functional behavioral assessments, RtI, online coursework, rehabilitation counseling, community resources, or available wraparound services will be provided to the student during the length of his/her suspension

A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee. Upon request of the parents or guardians, 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 parents or guardians 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 must invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written

suspension decision shall specifically detail all information included in the written notice to parents or guardians.

Students begin to serve assigned suspensions immediately. Students who are suspended are suspended from class and from extra-curricular activities until or unless the suspension is overturned.

Students serving out-of-school suspensions may not appear on school grounds for any reason until their suspension is completed, unless prior arrangements are made through the deans' office. Students serving out-of-school suspensions may not attend athletic practices or competitions, or participate in activities until their suspensions are completed and a re-entry conference occurs. Failure to meet expectations for an out-of-school suspension may result in further disciplinary consequences.

Students are expected to obtain assignments for their classes so they do not fall behind in their school work. Upon returning to school, teachers will establish deadlines for all work owed by the student. If work is not completed by the deadline, all tests and assignments may receive a failing grade.

Suspension and suspension review procedures are discussed in further detail in the Administrative Procedures implementing Board Policy 7-200. Students receiving special education services are subject to different suspension procedures which can also be found in the Administrative Procedures implementing Board Policy 7-230. These procedures can be found on the District website or at the Principal's or Dean's office.

#### Expulsion (7-210)

Expulsion from school and all school activities are in accordance with Board Policy 7:210, *Expulsion Procedures*. Expulsion from school occurs as a result of action by the Board of Education. In extreme cases of repeated misbehavior, or because of a single highly serious incident, a student may be considered for consequences more serious than suspension. If an administrator recommends a student for expulsion, a hearing officer will conduct a hearing to review the incident. The result of that hearing may be a recommendation for expulsion to the Board of Education by the Superintendent.

#### Expulsion Procedures:

Before a student may be expelled, the student and his/her parents or guardians must be provided a written request to appear at a hearing to determine whether the student should be expelled. The request will 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).

- State that the School Code allows the School Board to expel a student for a definite period of time not to exceed two (2) calendar years, as determined on a case-by-case basis.
- Ask that the student or parents or guardians or attorney inform the Superintendent of Board Attorney if the student will be represented by an attorney, and, if so, the attorney's name and contact information.
- 

Unless the student and parents or guardians indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It must be conducted by the Board or a hearing officer appointed by the Board. If a hearing officer is appointed, s/he will report to the Board the evidence presented at the hearing and the Board will 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 must invite a representative from the Department of Human Services to consult with the Board.

All possible expulsions arising out of the same facts or occurrences or circumstances may be consolidated. The rules of evidence shall not apply to expulsion hearings.

During the expulsion hearing, the Board or hearing officer will 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/her parents or guardians 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.

In determining the length of the student's expulsion, the Board shall consider:

- The egregiousness of the student's conduct
- The history of the student's past conduct
- The likelihood that such conduct will affect the delivery of education for other students
- The severity of the punishment, and
- The student's best interests

If the Board acts to expel the student, a written expulsion decision shall:

- Detail the specific reason why removing the student from his/her learning environment is in the best interest of the school
- Provide a rationale for the specific duration of the recommended expulsion, as well as the rationale for any suspension that preceded the expulsion

- 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
- 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
- Document whether available and appropriate support services were offered or provided during the suspension and, if there were no offered or provided, document that none were available

Upon expulsion, the District may refer the student to appropriate and available support services. The findings of the Board of Education shall be final.

### DISCIPLINARY CONSEQUENCE REVIEW/APPEAL PROCESS

The parent/guardian or student (if 18 years of age or older) may initiate a request for review of any disciplinary action. During the review process, the student continues to serve the disciplinary consequence unless and until it is overturned.

A written request for a review of the disciplinary action must be submitted for each step within two (2) days of the administrator's decision. Only requests for review of suspension or requests for expulsion will go beyond the building level to the Superintendent or the Board of Education.

The parent/guardian or student must request a review of the suspension within five calendar days after the receipt of the notice of suspension or within eight calendar days after the date of mailing of the notice. The request for review may be oral or in writing and should be directed to the Superintendent's Office. If the request is timely made, the parents will be given written notice of the time and place of the review with the Board of Education. The Board's designated hearing officer(s) will conduct the review. Review or reversal of the suspension may be considered where due process was not followed, discipline contradicts existing procedures and policies, additional evidence has surfaced, or evidence, issues, or mitigating factors were not considered.

Expulsions are issued by the Board of Education, after a hearing. Once a student is expelled, no review of the decision is permitted.

### MISCONDUCT BY STUDENTS WITH DISABILITIES (7 – 230)

#### Behavioral Interventions

**Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. Individual Behavior Intervention Plans will be developed and documented as part of the student's Individual Education Program. A committee**

composed of parents and District 113 staff members, subject to Section 14-8.05 of the Illinois *School Code* shall implement and monitor procedures on the use of behavioral interventions for children with disabilities.

#### **Discipline of Special Education Students and Students with Section 504 Plans**

The District shall comply with the federal and state regulations when disciplining students with disabilities. No student 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. Discipline of students with disabilities shall comport with Board Policy 7-190, *Student Discipline* and its implementing procedures.

Behavior Intervention guidelines and procedures can be found linked to Board Policy 7-230, and/or in the Principal's or Dean's office.

#### **STUDENT DISCIPLINE AND MEDICATION ADMINISTRATION (7 – 231)**

No student may be disciplined because of the refusal of his/her parent or guardian to administer or consent to the administration of psychotropic or psycho-stimulant medication to the student.

At least once every two years, certified school personnel and administrators will receive in-service training on the current best practices regarding the identification and treatment of Attention Deficit Disorder (ADD) and Attention Deficit Hyperactivity Disorder (ADHD), the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psycho-stimulant medication of school-age children. This policy does not prohibit school medical staff, an individualized educational program team, or a professional worker as defined by Section 5/14-1.10 of the School Code, 105 ILCS 5/14.10, from recommending that a student be evaluated by an appropriate medical practitioner or prohibit school personnel from consulting with the practitioner with the consent of the student's parent or guardian.

#### **ELECTRONIC DEVICES**

Inappropriate use of electronic devices on school property or at any other school sponsored activity is prohibited.

Students may bring their own Personal Electronic Devices (chrome books, laptops, iPads & tablets, for example) to school and access the Internet via our new Open Student wireless network.

Students are expected to abide by the following Personal Electronic Device Use Expectations:

- Personal electronic devices should be used for educational purposes only
- Student use of personal electronic devices should cause no disruption to others
- Student use of personal electronic devices should be reserved for school-appropriate material
- Use or possession in the classroom is at the discretion of the individual teacher

Student wireless service is available on District 113 property for student use and educational purposes. Internet traffic via the Open Student network is subject to Board of Education Policies 6-220, Computer Network and Internet Acceptable Use, and 7-190 Student Discipline and standard district monitoring and filtering procedures.

The Open Student wireless network will not allow connection to printers and shared server folders. However, students will have access to most internet services, including the Infinite Campus portal, student portal pages, and other web sites.

If students are found using any electronic device inappropriately or at an inappropriate time as directed by a staff member, the item(s) may be temporarily confiscated and turned into the Deans' Office for review and disciplinary consequences may be assigned.

### **EQUAL EDUCATIONAL OPPORTUNITIES (7-10)**

**Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8-20, Use of School Facilities by Organizations. Any student may file a discrimination grievance by using Board policy 2-260, The Uniform Grievance Procedure. The District's Title IX Coordinator is: Ms. Tiffany Chavez.**

#### **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, *The Uniform Grievance Procedure*. A student may appeal the Board's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8).**

### **EXCUSING STUDENTS FROM INSTRUCTIONAL ACTIVITIES**

#### **Informal Process:**

Traditionally, our District has used an informal process for students to be excused from Instructional Activities. This process is one in which the teacher is made aware of a desire for students not to participate in a particular unit of study. Typically, after conversations with the parent and the students are provided an alternate area of study.

#### **Formal Process:**

If the informal process does not provide the needed adjustment to the area of study, the following process is provided for hearing objections to instructional activities that are recognized in the School Code and for certain areas that go beyond the requirement of the School Code.

Parents, guardians or students 18 years of age or older may request that a student be excused from a particular portion of an instructional activity. A student may be excused under a specific provision of the School Code, for religious reasons, for other constitutionally protected reasons, or because the activity is offensive to parents, guardians and students' beliefs.

To be excused from a portion of instructional activity, the request must:

- be made in writing;
- describe in detail the portion of the activity from which the student is to be excused;
- if applicable, state the provision of the School Code upon which the exemption request is based;
- if the exemption request is not based on a specific provision of the School Code, explain in detail why that portion of the activity is objectionable and offensive to parents' beliefs;
- if applicable, cite the religious or other constitutionally protected basis for the request;
- be submitted to the principal at least five days in advance of the activity in question.

Additional information may be requested from the person submitting the request. The decision whether to grant an exemption from an instructional activity will be made as soon as reasonably possible in advance of the activity. Administration will determine if the reasons given are sufficient for a student to be excused from a portion of instruction.

If a student is excused from an instructional activity, an alternative educational experience will be provided.

### **FIREARMS AND OTHER WEAPONS**

See Student Discipline (7-190), part II and III above.

### **GAMBLING**

Gambling in any form, either on school property or while in attendance at any school sponsored activity is prohibited.

Card playing, betting pools, dice, wagering and internet and/or electronic devices that involves gambling are not permitted on school property or at school related events. The exchange of money or items of value as a result of a wager may not occur on school property or school related events. Playing card games is permissible with staff approval. Student organizations may, with permission, use raffles as fundraisers.

### **GANG ACTIVITY (7-192)**



The School District 113 Board of Education affirms its position that its schools shall provide an orderly place for learning. By this policy, the Board of Education prohibits the existence of gangs, gang-like or gang-related activities on school property or at any activity associated with or under the general guidance of school authorities. All gang-related paraphernalia and materials will be confiscated and any student who violates this policy shall be subject to consequences, determined by the administration on a case-by-case basis, which may include suspension or expulsion, in accordance with the District 113 student behavior policy.

Gang activity includes activities which involve or relate to criminal practices. A youth gang is an organized group of two or more persons, some of whom may be students, whose purpose, in whole or in part, is to exhibit or display intimidation or threatening behavior towards others, to inflict physical injury or violence on any person (assault), to commit vandalism, extortion, or theft, to promote gang presence through display of gang symbols, graffiti or colors, to commit illegal acts, to violate school rules regarding gangs or to engage in solicitation of other students to further gang goals or activities. Such activities are strictly prohibited at District 113 schools, on school property, including school vehicles, or at any extra-curricular activities because they threaten to materially and substantially disrupt school and school related activities.

No student shall:

1. wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other thing which is evidence of membership or affiliation with any gang (considered paraphernalia and materials);
2. draw gang graffiti or distribute gang-related literature to further gang goals or activities;
3. commit any act, including verbal or non-verbal acts such as gestures or handshakes in furtherance of gang activity or in identification of gang membership or involvement;
4. solicit others for membership in any gang or for participation in any gang activity;
5. request any person to pay protection to a gang or otherwise act to extort or intimidate any person;
6. commit any other illegal act or other violation of school district policies as part of gang activities;
7. incite other persons to act with physical violence upon any other person as part of gang activities;
8. attend any activity or commit any act that could be interpreted as supporting or relating to gangs or gang activity.

Any violation of this policy will result in a parent/guardian meeting at which point consequences and supports will be discussed. Students who do not meet these expectations will be subject to district consequences, including suspension and/or expulsion. The school will work with law enforcement agencies in matters related to the prevention of gangs and gang related activities.

#### HALL POLICIES

Students are expected to obey rules which govern movement throughout the building.

When in the corridors, students are expected to be mindful that unnecessary conversation and inconsiderate behavior is distracting to classroom activities and will not be tolerated.

Students are expected to use appropriate language and demonstrate appropriate behavior during passing periods.

When classes are in session, students are not to congregate in the hall, sit at open supervision tables and desks or by their lockers. When students are in the hallway they are expected to move to their destination. If students are heading to a destination, food must be carried on a tray or in the student's backpack. Bottles with a "twist-on" resealable cap may be transported through the halls as long as students are heading to a destination.

All litter should be disposed of properly in garbage or recycling receptacles that are provided.

## **HARASSMENT OF STUDENTS PROHIBITED (7 – 20)**

### **Statement of Policy**

**A learning environment that is free from any form of discrimination and harassment is essential and shall be maintained. It will be a violation of Board Policy for any member of Township High School District 113 to engage in harassing or abusive conduct on the basis of actual or perceived race, color, national origin, sex, sexual orientation, gender identity, gender-related identity or expression, citizenship status, age, religion, physical or mental disability, order of protection, 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.**

**Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board Policy 7-190. This Policy applies to conduct in or connected to the District, whether it is physical or verbal, and whether it is committed by students, employees, or non-employees (such as parents, vendors, suppliers, or business invitees).**

**If the school becomes aware of aggressive behavior, bullying, harassment, and threats, actions will be taken in response to situations that are likely to cause disruption in the school. A student who engages in harassment is subject to consequences pursuant to Board Policy, 7-190, *Student Behavior*.**

### **Definition of Criteria**

**Harassment includes behavior, both verbal and physical, that is intimidating, hostile, offensive, abusive, and/or threatening. Examples of harassment include, but are not necessarily limited to:**

- 1. Verbal kidding, mimicking, or telling jokes**
- 2. Innuendoes**
- 3. Written graffiti or slogans**
- 4. Comments, verbal or written**
- 5. Spreading rumors**

6. Gestures, looks, or other forms of physical aggression
7. Electronic Bullying
8. Pictures, drawings, or printed materials (electronic or hard copy)
9. Hazing or inappropriate initiation

Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel under circumstances described in Section 10-22.6(d-5) of the School Code is prohibited under this policy.

#### Sexual Harassment Prohibited

Sexual harassment is both against Board policy and may be a violation of the law. Sexual harassment of students is prohibited. Students, both male and female, are prohibited from harassing fellow students, staff, or others on school property, during school activities, or in any situation which creates a nexus to school. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

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

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

#### Making a Sexual Harassment Complaint; Enforcement

If a student or parent complains of sexual harassment, or if a responsible employee observes the sexual harassment of a student, that employee shall explain to the student or parent the avenues for informal and formal resolution of the complaint, including a description of the complaint handling procedures outlined in Board Policies 2-260, *Uniform Grievance Policy*, 5-20, *Non-Discrimination and Harassment*, and 5-25, *Employee Sexual Harassment* and the Administrative Procedures implementing those policies. The complaint and any applicable investigations or consequences shall be in accordance with the aforementioned policies and procedures.

The names, addresses, and telephone numbers of the District's current Complaint Managers are:

Name:	Tom Krieger	Andrea Johnson
	1040 Park Ave. West	1040 Park Ave. West
	Highland Park, Illinois 60035	Highland Park, Illinois 60035
	(224) 765-1005	(224) 765-1028

Students or parents with complaints of illegal discrimination should see the above referenced Board Policies and/or contact the Complaint Managers.

### **HAZING AND INAPPROPRIATE INITIATION (7-191)**

**Hazing and inappropriate initiation activities are inconsistent with District 113's mission and character education goals. As such, all forms of hazing and inappropriate initiation activities are prohibited.**

**Hazing and inappropriate initiation activity is defined to be any act whether physical, mental, emotional or psychological which subjects a student to any situation or expectation that potentially abuses, mistreats, degrades, humiliates, harasses, harms, intimidates a student, denigrates either an individual or another group or compromises a student's inherent dignity as a person. This definition includes actions directed toward any student whether or not the student joins or is affiliated with a student organization. The District considers hazing and inappropriate initiation activity to include a situation in which an older student subjects a younger student to rites of initiation or when any student subjects another student to rites of initiation. The fact that a student participates voluntarily in a hazing or inappropriate initiation activity does not alter the District's prohibition of such conduct.**

**In addition to individual consequences sanctions/suspensions may be imposed upon a team, squad or student organization.**

### **HEALTH SERVICE**

If the reason for coming to the Health Service is not one requiring emergency care, a student is to report to their class first and obtain a pass from the teacher. Students who miss class because of illness but fail to report to the Health Service will be given an unauthorized absence.

The nurse will assess a student's condition and offer suitable assistance. The parent/guardian of a student who needs to go home as a result of illness or injury will be called. It is important for parent/guardian to return the emergency form to the Health Service each year. If the parent/guardian cannot be reached, the persons listed on the emergency form will be called.

All freshmen and students new to Deerfield High School shall complete and have on file in the Health Service a school physical examination including immunizations from infancy to the present as required by law of the State of Illinois.

All Illinois students upon first entry into an Illinois school are required to present proof of an eye examination, performed by a licensed optometrist or medical doctor who performs eye examinations. The exam must be current or have been completed within the 12 months prior to October 15<sup>th</sup> of the current school year. If you feel that your child is exempt from the vision examination requirements, please complete and return the form. Forms are available from the Health Service.

School District #113 requires that medication, prescription or non-prescription (such as Acetaminophen or Ibuprofen), be co-authorized by parent/guardian and licensed prescriber before the school is allowed to administer it. Any medication to be administered must be supplied directly from the parent/guardian to the school nurse. Students with asthma may carry their inhaler medication. The inhaler must be labeled with the pharmacy label, and written parent/guardian permission on file in the Health Service. With parent/guardian and licensed prescriber written permission, students with diabetes and life-threatening allergies may also carry their properly labeled life-saving medication (insulin/glucagon, epinephrine). Permission renewal is required each school year for all medication and treatments.

If your student has a life-threatening allergy or life-threatening chronic health condition, please complete and submit the appropriate Action Plan found on the Health Service webpage.

#### Accidents or Illness

The parent/guardian of any student who becomes ill and needs to go home, or is injured during school hours will be notified. First aid will be administered by school personnel. It is the responsibility of the parent/guardian to call a primary care provider for a student or take him or her to the primary care provider's office or hospital.

In the event of serious illness or injury, the paramedics will be called immediately and the parent/guardian notified. In such circumstances the payment of medical/hospital fees is the responsibility of the parent/guardian.

District 113 has a Student Accident Insurance program for injuries incurred while participating in school sponsored and supervised activities, including all sports. Information is available at the school.

The nurse or Health Service personnel will complete the necessary incident reports.

#### Excuse from Physical Education

For up to three days, if a student is unable to participate in physical education due to injury or illness, a note from a parent/guardian must be given to the teacher.

If a student is unable to participate for more than three days, a primary care provider's note is required.

The student must report to their physical education class and if deemed appropriate, alternative arrangements will be made during that class period. If the student fails to report to class the absence will be unauthorized.

#### Physical Examinations and Immunizations

Incoming freshmen and out of state and out of country transfer students are required to have a physical examination conducted within one year of the start date of school, complete with immunization data from infancy to the present on file in the Health Service. A health examination report for a student transferring from a high school in Illinois will be acceptable. Incoming freshmen health materials are due in the nurse's office by May 2, 2016. Transfer students health requirements are due within 30 days of their registration date at Deerfield High School.

According to the Illinois School Code, school districts must exclude students not in compliance with physical examinations or immunization data. District 113 requires exclusion on October 15<sup>th</sup> if completed materials are not provided to the nurse.

All Illinois students upon first entry into an Illinois school are required to present proof of an eye examination, performed by a licensed optometrist or medical doctor who performs eye examinations. The exam must be current or have been completed within the 12 months prior to October 15<sup>th</sup> of the current school year. According to the Illinois School Code, school districts may hold a student's report card if this requirement is not met. Exemption criteria for the vision examination are clearly listed on the Eye Examination Waiver Form. If you feel that your child is exempt from the vision examination requirements, please complete and return the form. Forms are available from the Health Service.

If you object to the physical examination and /or immunizations for your child on the basis of religious beliefs, you must present to the school nurse the state required form completed and signed by the parent/guardian and primary care provider. The Illinois Certificate of Religious Exemption to Required Immunizations and/or Examinations Form can be accessed at <http://www.isbe.net/research/pdfs/immun-exam-fdlns-religious-exempt.pdf>. If the medical condition of the student is such that any one or more of the immunizing agents should not be administered, the examining primary care provider shall endorse that fact upon the health examination form.

#### Procedures for Administering Medications

- A. Only those medications necessary to maintain the student's critical health and well-being will be administered during school hours or during school activities.
- B. All medications given to students must be prescribed by a licensed prescriber on an individual basis determined by the student's health status. All approved orders for medication administration will be renewed each school year.
- C. A Township High School District 113 Permission Form to Administer Medication must be completed and signed by the student's licensed prescriber and the parent/guardian in order for medication, non-prescription or prescription, to be given. Permission renewal is required each school year.
  - a. Exception: Asthma inhalers must have the pharmacy label attached and parent/guardian written permission on file in the health service.
  - b. With proper authorization: A student may possess an epinephrine auto-injector (for example: EpiPen®, an emergency rescue

inhaler for asthma, and/or medication prescribed for the treatment of diabetes for immediate use at the student's discretion.

- c. The School District and its employees and agents, shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication or use of epinephrine auto-injector or the storage of the medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising from the self-administration of medication or use of an epinephrine auto-injector, or the storage of the medication by school personnel.
- D. The parent/guardian of the student must assume the responsibility of informing the school nurse in writing of any change in the student's health. Change in medication administration will be through a revised order or other written authorization from the licensed prescriber as approved by the school nurse.
- E. The school nurse will review the written order and consult with the parent/guardian or the licensed prescriber for additional information as necessary. The school nurse retains the discretion to deny requests for the administration of medication. This decision may be appealed to the building Assistant Principal or Principal.
- F. Medication must be brought to school by the parent/guardian in the original package or appropriately labeled container. This pertains to refills of medication also.
  - a. Prescription medication shall display:
    - i. \*Student's name
    - ii. \*Medication name and dosage
    - iii. \*Date and refill
    - iv. \*Pharmacy name, address & phone number
    - v. \*Prescription number
    - vi. \*Administration route and/or other directions
    - vii. \*Licensed prescriber's name
    - viii. \*Name or initials of pharmacist
- G. Over-the-counter medication brought to school must have the manufacture's original label with the ingredients listed and the student's name affixed to the container.
- H. The school nurse or any registered nurse approved by the school district may administer medication under these guidelines. Any certified employee may administer medications in emergency situations if, under the circumstances, the school nurse or emergency medical personnel cannot be available in sufficient time and the student cannot reasonably self-administer the medication.
- I. Parents/guardians may administer medication with approval of the school nurse or the principal.

- J. Each dose of medication shall be documented in the student's health record. The date, time, dosage, route and the signature of the person administering or supervising the student in self-administration must be documented.
- K. Medication will be kept in a locked cabinet. Medication requiring refrigeration will be kept in a secure place. Expired medication will be discarded. Any medication that is not picked up at the end of the school year by the parent/guardian will be discarded.
- L. The Health Service has a supply of acetaminophen and ibuprofen available; however, only students who have filled out the proper Township High School District 113 "Permission Form to Administer Medication" will be eligible to have it administered.
- M. The school nurse may administer an epinephrine auto-injector to any student with an unknown allergy who he/she in good faith believes is having a first time anaphylactic reaction.
- N. The District 113 "Permission Form to Administer Medication" is available in Health Services and on the District Website.

Students who do not follow the above procedure may be considered in violation of the District Drug and Alcohol Policy.

### IDENTIFICATION CARDS

Each student is provided with an I.D. card to be used for library check-outs, as a bus pass, as a debit card, and for identification purposes both at school and at events away from school. Students are required to carry I.D. cards during the school day and while in attendance at school events. Students must present the I.D. card, upon request, to any school representative. Failure to produce an I.D. may result in disciplinary action in accordance with the District's disciplinary procedures.

Failure to carry or present a current I.D. upon request may result in disciplinary consequences.

If a student loses their ID card, he/she is responsible for securing a replacement at their expense. The cost for a replacement I.D. card is \$5.00. Arrangements for obtaining a replacement I.D. are made in the Attendance office between the hours of 9 am to 3:30 pm.

Students may use their ID card as a debit card in the cafeteria. Students are asked to bring cash directly to the cafeteria to deposit in their account or you can use add money via your student portal via credit card. If your ID card is used as a debit card and has been lost or stolen; if the student has deposited money into the account, it is important to notify cafeteria personnel immediately. Arrangements for obtaining a replacement I.D. with a new bar code will be made in the Attendance Office with a paid receipt from the bookstore. Students cannot use someone else's ID to purchase food in the café without being present.

### INSTRUCTIONAL MATERIALS



Freedom of inquiry is essential to education in a democracy. To establish the necessary climate for freedom, teachers and administrators will choose material wisely and will also provide a means by which citizens may receive courteous and respectful consideration of their concern for materials chosen for use with students.

The Board of Education shall adopt textbooks needed for use in the school. The district will purchase books and sell them to students, and will notify students of required textbooks in sufficient time to permit students to secure them from sources other than the bookstore at school. The district will also buy school books back from students at the end of the school year, if the book will be used the next year.

If a student's parents or guardians are unable to purchase textbooks, the district will lend books required for classes the student is taking. Teachers will not sell books or supplies to students with the exception of project materials which cannot be handled through the bookstore, e.g. lumber for Industrial Arts classes, unusual supplies for Fine Arts classes. In these limited instances, teachers will deposit money received from students with the bookstore, and will receive a receipt for these deposits.

All instructional materials used in the schools may be inspected by parents or guardians. Such materials include textbooks, teachers' manuals, films and tapes. For an appointment to inspect any materials, contact the principal's office.

## LAKE COUNTY HIGH SCHOOL TECHNOLOGY CAMPUS

### District 113 Expectations

The Tech Campus offers excellent educational opportunities to District 113 students who wish to obtain and to extend their technical skills. Since students taking courses at the Tech Campus divide their school day between their home high school and the Tech Campus, it is important to outline District 113 expectations as they relate to the Tech Campus.

#### *Transportation*

Transportation between the Tech Campus and the District 113 home school is provided. Students are not permitted to drive their own cars.

#### *Attendance*

Once students make the decision to attend classes at the Tech Campus, they also make a commitment to attend those classes in order to enhance their ability to succeed. Therefore, students will follow the Tech Campus calendar. This means that if the Tech Campus is in session but District 113 is not in session, students **will attend** their Tech Campus classes. If the Tech Campus begins its school year before District 113 begins its school year, students will be expected to begin their Tech Campus classes. If Tech Campus meets beyond our school year, students will be expected to complete their classes. District 113 will provide transportation whenever the Tech Campus is in session except on weekends and during the summer.

Attendance, as outlined in the "Attendance" section of this handbook, will apply to the Tech Campus. Unauthorized absences are subject to disciplinary action.

There may be occasions when schedule conflicts require students to make a choice between attending their Tech Campus classes and attending their District 113 classes. Students should consider their academic obligations on the day in question when making this decision. For example, if there is an exam scheduled in their Tech Campus class, they should attend Tech Campus and miss that portion of the day in their District 113 classes. Other District 113-related excused absences might include a District 113 field trip, an in-school appointment with a college representative, or District testing. The building liaisons will monitor student attendance decisions and schedule conferences with students who need guidance making attendance decisions on conflict days.

The Lake County Technology Campus is an extension of District 113; therefore, all behavior procedures as outlined in the home school Student/Parent Handbook apply to students attending the Tech Campus.

Tech Campus officials will notify the building liaisons regarding behavioral issues involving District 113 students. The building liaisons will refer the problem to the Deans' office with a behavior referral.

### LOCKERS/OTHER SCHOOL PROPERTY

Lockers and other school property are assigned to students at the beginning of each school year and are to be used for school purposes only. Lockers are school property made available for student use. As lockers are school property, students have no expectation of privacy in their lockers including any property placed in the locker. The school administration reserves the right to open and search any locker or other school property as it deems appropriate.

All students are expected to occupy the locker to which they are assigned. Students are not permitted to either change lockers or share locker space with another student unless they have received prior administrative approval.

Students are responsible for their assigned locker and are expected to report locker damage to the Deans' Office immediately. Students may not use additional locks on lockers. Built in locks are provided by the school.

Decorated lockers are to be held to a minimum. Decorations are to be placed on or directly above the locker. Banners, confetti, streamers, balloons, etc. are not to be placed anywhere else in the hallway or school unless approval from Student Activity Director is given.

Students will be responsible for any damage caused to locker/hallway.

Defacing or placing objectionable materials on the locker is not permitted. Students defacing or damaging lockers are responsible for repairs and may risk prosecution.

The school is not liable for losses incurred from lockers.

### PARKING REGULATIONS

Due to limited parking spaces in our student lot Freshman, Sophomores and Juniors are not eligible to park on campus during the school day. *This includes all special testing days, late start days, and final exams during the school year.*

Students are urged to use school transportation or walk to school.

1. Students must present evidence of successfully completing the Alive at 25 program prior to obtaining a parking permit.
2. Authorized student drivers are required to obtain and display a school parking permit as directed.
3. Student parking is not allowed in designated visitor or staff parking areas.
4. Students are not permitted to sit in parked cars during any part of the school day.
5. Motorcycles and motor bikes must be parked in a student parking space.
6. Students need to purchase a parking permit prior to parking on campus. All permits will be applied to the vehicle by a Security Officer. Any unauthorized transfer of a parking permit will render it invalid, and the vehicle will be considered illegally parked.
7. Student parking privileges may be suspended and/or revoked for 1) any violation of District Alcohol, Tobacco, and other Drugs policy or procedures or 2) any non-school related incident involving alcohol, tobacco and/or other drugs as determined by school personnel and/or reported by the police. The District's Alcohol, Tobacco and other Drugs policy will be enforced as outlined regarding parking restriction in the case of a violation of such policy. The Principal or Principal's designee will notify legal authorities of all evidence and reports of all illegal activity if warranted. Students must successfully complete an approved student/parent educational program to resume parking privileges.
8. Student parking privileges may be suspended and/or revoked for any violations of the parking policy. There are no refunds for revoked parking permits.
9. Weapons, alcohol and illegal drugs are not permitted on District 113 property. Vehicles entering District 113 parking lots may be subject to search by school officials. Searches may include all vehicle compartments and containers.

*Senior* status students who are eligible may purchase a parking permit for \$180.00 after being selected through the lottery each semester.

All automobiles parked on school grounds MUST be registered with the school and current decal MUST be displayed on the automobile as determined by the Deans' Office.

There is to be no loitering in the parking lot, or visitation in cars. Students who need to go to their car during the school day must obtain a pass from the Deans' Office.

- Parking is strictly limited to the student parking areas identified by white lines in the lot. **FACULTY, VISITOR and DAYCARE DROP OFF** parking areas are clearly marked with red lines or signs. Students may not park in Faculty, Visitor or Daycare Drop off areas during school hours or posted times. Student parking is located in the front (West) lots only.
- All students must be licensed and covered by insurance. The school is not responsible for the automobile or its contents while parked on campus.
- For the safety of all, speeding (driving over 10 miles per hour) is not tolerated.

- Students must follow the directions of the security guard in the parking lot at all times.
- Students applying for and receiving permits are responsible for following all school rules and procedures.

Students parking on campus without authorization and without a valid parking permit appropriately displayed on their car will receive consequences to include but not limited to Saturday detention, In-school alternative setting, loss of parking privileges and towing of vehicle.

Students must report to the Deans' Office immediately:

- If you receive notice of a parking violation
- If you lose your permit
- If you need to get something from your vehicle during the school day you need to obtain a pass from our office to go to the parking lot.

Parking regulations are strictly enforced. Cause for immediate revocation of parking privileges include the following:

- If you leave campus during the school day without school authorization you may have your parking privileges revoked.
- Transferring issued parking permits to others.
- Not reporting to Deans' Office after receiving a notice of a parking violation.
- If the parking permit is not properly displayed in vehicle.
- Reckless driving on school grounds.

### PERSONAL PROPERTY

It is the student's responsibility at all times in all situations to protect his or her wallet and other valuables from theft. Students must keep their lockers locked at all times. Carelessness of friends who know combinations is often the cause of a loss of property. All equipment, books, etc., should be marked with the student's name. Books should be marked in ink on the inside of the cover. Students are to immediately report anything that is lost to the Deans' Office. Lost and Found is located in the Dean's Office.

All Chromebooks are returned to the technology office, all calculators are returned to the math office, and all textbooks are returned to the bookstore.

### PRANKS

Deerfield High School does not tolerate pranks of any kind at any time since they interfere with the learning environment and present danger to people and property. Severe penalties will be applied to students involved in prank activities. Penalties may include Saturday Detentions, suspension, a referral to the police if a law has been violated, exclusion from graduation ceremony and/or recommendation for expulsion, or a combination of these consequences.

### RECIPROCAL REPORTING AGREEMENTS WITH LOCAL LAW ENFORCEMENT AGENCIES

Pursuant to section 5/10-20.14 of the Illinois School code the Board of Education has established and maintains a reciprocal reporting system between the school district and local law enforcement agencies regarding criminal offenses committed by students.

### RECORD OF STUDENT BEHAVIOR & ATTENDANCE

Student referrals are written in the event of a violation of the rules or an unauthorized absence from class. Referrals are reviewed by the deans for possible disciplinary action. Referrals become part of the student's temporary records. Within the school, these records are available only to the student, the student's parents/guardians, or to certified employees of the District with a demonstrated educational or administrative interest in the student. Generally, these behavior and attendance records are destroyed upon the student's graduation or transfer to another school district.

### RESOURCE PERIODS

The majority of students will have the opportunity to utilize the Library, department resource centers, Student Union, or cafeteria areas during their unscheduled time. Such unscheduled time will allow students to become increasingly responsible for managing their own time effectively.

Students who are unable to manage unscheduled time appropriately may be assigned by a Dean to study hall.

During periods of unscheduled time (resource periods) students are encouraged to utilize the following areas:

- LIBRARY: The library may be utilized by students during resource periods according to the following provisions: *Passes are not required* for a student to use the library during their lunch or resource period. Students are expected to follow the library Behavior Code posted and available in the library, or they may lose their library privileges. Students are encouraged to use the library during their Resource time for in-depth and reference study work on independent and research projects.
- RESOURCE AREAS: There are several departmental resource areas which are available to students that will be located in the Academic Resource Center (ARC). In addition, the College and Career Resource Center (CCRC) and Athletic/Physical Education Resource Center (PERC) are open for students to access during the day. Additional hours are posted for before and after school use.
- STUDENT UNION: Located adjacent to the cafeteria, this area provides students a variety of options during their resource period. In a casual atmosphere, students may relax with friends, study informally or just become aware of the many student activities taking place here at DHS.
- CAFETERIA: Students who wish to use their resource period for visiting and group study may go to the Cafeteria.

- **OUTSIDE AREAS:** Students may use the inner courtyard area if they wish to be outside. All other areas are off limits and students are not to use them. Students are not allowed on the private property surrounding the school.

These special procedures will pertain to students' use of their resource period:

- **UNAUTHORIZED AREAS:** Students may not be in unauthorized areas of the building during their resource period i.e. locker rooms or closed hallways. Students are not allowed to access parking lots unless given permission through the Deans office to be outside the building.
- **PASSES:** As long as a student is exhibiting appropriate behavior, a pass is not needed to walk through the hallways during class time.

### **SEARCHES/SEIZURES (7-140)**

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

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

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

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

#### **Students**

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

**When feasible, the search should be conducted as follows:**

1. **Outside the view of others, including students,**

2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or school resource officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

The Superintendent may request the assistance of law enforcement officials for conducting reasonable searches of students and school property for controlled substances, illegal drugs, weapons, or in response to other general threats to safety.

In addition, he/she may also utilize trained dogs to determine the existence of weapons, bombs or other general threats to safety. Board of Education approval is required should school personnel or local law enforcement agencies wish to utilize trained dogs to determine the existence of controlled substances or illegal drugs. Searches conducted by authorized school personnel at the behest of the law enforcement agencies will be conducted in accordance with the standards applicable to such law enforcement agencies.

#### **Seizure of Property**

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

Information regarding student lockers and other school property assigned to students is found in the section of the handbook entitled "Lockers and Other Student Property".

Areas of the school such as rooms, desks, parking lots, other school property and equipment owned or controlled by the school and personal effects left in those places and areas by students may be searched if necessary without notice to or the consent of the student and without a search warrant. Students do not have a reasonable expectation of privacy in these places and areas. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lot, etc., for illegal drugs, weapons or other illegal or dangerous substances or materials.

### **SECURITY CAMERAS**

Video camera monitoring occurs on the premises of Township District 113 schools.

### **STUDENT APPEARANCE (7-160)**

**A student's appearance, including dress and grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Rules**

concerning student dress and grooming will be developed by the Superintendent or Superintendent's designee and included in the Student Handbook.

Such rules will:

Encourage students to dress in good taste and present a general appearance which is commendable.

Prohibit clothing or adornment that disrupts the educational process.

Prohibit dress which constitutes a potential safety or health hazard.

Students may be prohibited from wearing certain color combinations or articles of clothing and displaying symbols or other insignia which are reasonably believed to represent or imitate gang affiliation. Further student attire determined by District 113 administrative staff to be obscene, indecent, or depicting illegal items or activity (included but not limited to alcohol, drugs, drug paraphernalia, weapons) will not be permitted.

Good judgment when selecting clothing for school is expected. Clothing, hairstyles or other adornment may not interfere with the health and safety of any student and may not disrupt the educational process of the school. Clothing which violates this rule will be replaced by student at the request of a staff member. Students are not allowed to wear full face coverings i.e. a mask or body paint. Students who are non-compliant with staff expectations will be referred to the Dean's Office.

Fashion items that disrupts the educational process are not permitted.

Staff members may ask students to remove hats in their presence.

## **STUDENT EXPRESSION—RIGHTS AND RESPONSIBILITIES (7-130)**

### **Overview**

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. Students are encouraged and are free to express individual or collective opinions in ways which are lawful, consistent with the rights of others and not disruptive to the school's educational process. The school administration provides varied and meaningful channels of communication to facilitate student expression. Determination of the appropriateness of specific actions remains a responsibility of the school administration.

Freedom of expression should be consistent with the legal responsibility of this Board of Education to provide education for all eligible students in this school district. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

### **Publications and Distribution of Literature**

#### **School-Sponsored Written Materials and Web Sites**



School-sponsored publications, productions, and web sites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the District's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

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

#### Non-School Sponsored Written Materials Accessed or Distributed On-Campus

For purposes of this section and the following section, *written material* includes, without limitation: (1) written or electronic print material, and (2) audio-visual material, on any medium including electronic media (e.g. images, MP3 files, flash memory, etc.), or combinations of these whether off-line (e.g., a printed book, CD-ROM, etc.) or on-line (e.g., any website, social networking site, mass e-mail database for information retrieval, etc.).

Creating, distributing and/or accessing non-school sponsored publications shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the publication is endorsed by the School District.

Students are prohibited from creating, distributing, and/or accessing at school any publication that:

- Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
- Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
- Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, contains indecent and vulgar language, or *sexting* as defined by School Board policy and Student Handbooks; or
- Is reasonably viewed as promoting illegal drug use.

Accessing or distributing "on-campus" includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for: (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school in accordance with Board Policy 7-190, *Student Behavior*.

**Students and student groups may communicate with others by posting and/or distributing materials in designated areas of the school with administrator approval. Consideration must be given both to the quantity and quality of the materials. Students must assume responsibility for timely removal of all materials. District 113 administrators have been vested with the authority to prohibit student communication which is obscene, libelous or contains contents which could substantially disrupt or materially interfere with school activities or with the rights of others.**

The school administration provides varied and meaningful channels of communication to facilitate student expression. Determination of the appropriateness of specific actions remains a responsibility of the school administration.

Freedom of expression should be consistent with the legal responsibility of the Board of Education to provide education for all eligible students in this school district. Actions by students which interfere with this responsibility will not be tolerated.

Students at Deerfield High School are asked to avoid the use of vulgar or obscene language, particularly within earshot of people who are not intended to hear such language. Inappropriate language could result in disciplinary action.

#### Advertising

Students or others, who wish to advertise, make collections or solicit money for any activity, whether or not sponsored by the school, must seek approval through the Director of Student Activities.

Flyers may not be placed on automobiles on school property by any organization.

### STUDENT RECORDS

The Board of Education and administration of Township High School District 113 recognize that the collection, maintenance, and dissemination of official student records is essential to school operations. The District's policy incorporates the Family Educational and Privacy Rights Act of 1974, the Illinois School Student Records Act of 1975, and regulations promulgated under these statutes. Copies of the policy statement and procedures regarding its implementation are available in the counseling, administrative, departmental offices and in the I.M.C. in each high school and at the District administrative office.

A student's school record consists of all official data collected: cumulative, temporary, and confidential. Generally, students and their parents/guardians have the right to know the nature of and to review the material collected, to understand the purposes for retaining information, and to know procedures for correcting erroneous information and copying of information in the record.

As members of The Committee for Inter district Cooperation (C.I.C.), District 113 receives the temporary and cumulative records for each incoming junior high student immediately after a student's graduation from the eighth grade. The high school staff assumes custodial responsibility for all permanent records for not less than sixty years after the student has transferred, graduated, or otherwise permanently withdrawn from

school. Temporary records are maintained for at least five years after a student's transfer, graduation, or permanent withdrawal from the school; then permission to destroy the temporary record is sought from the Local Records Commission.

1. Generally, a student's school records may be examined by parents/guardians upon request. All rights and privileges accorded to a parent/guardian relative to student school records shall become exclusively those of the student upon the student being 18 years old, graduating from high school, marrying or entering the military service.
2. Except as otherwise provided in the Illinois School Student Records Act, student records may not be released to other persons or institutions without written permission of the parent or guardian (or the student, in cases where the student is eighteen years old), or pursuant to a court order. Further, the release of confidential student mental health records shall be implemented in conformance with the Illinois Mental Health and Developmental Disabilities Confidentiality Act.
3. Principals will release student records to the official records custodian of another school, both within and outside the State of Illinois, in which the student has enrolled or intends to enroll. Parents have a right to inspect, copy and challenge records prior to the release of records to the new school, pursuant to the procedures to challenge student records.
4. Procedures exist for challenging the contents of student records.

For a complete description of student and parent rights under the District 113 records policy, please request to review copies of:

- District 113 Board Policy 7-15 and its implementing Administrative Procedures.
- Illinois School Student Records Act of 1975.
- Family Educational and Privacy Act of 1974.
- Illinois Mental Health and Developmental Disabilities Confidentiality Act.

The High School's official records custodian is HR Director, Thomas Kreiger, students or parents/guardians may direct all student records inquiries to his attention.

#### Summary of Records Procedures

- "Student Permanent Record" means and shall consist of:
- Basic identifying information, including student and parent names and addresses, birthdate and place, and gender; academic transcript, including grades, graduation date, grade level achieved and scores on college entrance examinations; attendance record; accident reports and health records; record of release.

- “Student Temporary Record” means and shall include information not required to be in the student permanent record which shall include: home language survey, information regarding disciplinary infractions, other health related information, any biometric information, and DCFS reports. Student Temporary Record information may include: family background information; intelligence test scores, aptitude test scores; reports on psychological evaluation; achievement level test results; participation in extracurricular activities; honors and awards received; teacher anecdotal records; disciplinary information; Special Education files; and other verified information of clear relevance to the education of the student.
- The student’s records are available for inspection, without parental consent, by any certified member of the staff with a demonstrable educational interest in the education of the child. This includes, but is not necessarily restricted to, counselors, teachers, administrators, and the school registrar.
- Families not wishing address and phone numbers to be printed in the student directory need to contact their student’s counselor before the first day of the school year.
- No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit or insurance the securing of information from a student’s temporary record.
- A student’s school records may be examined by parents or guardians upon request. Students eighteen years or older have the right to examine their records at any time. Younger students must have written parental consent.
- All student records are available for examination; copies of any materials in a record may be requested (at reasonable cost).
- Except as otherwise provided in the Illinois School Student Records Act, students records may not be released to other persons or institutions without written permission of the parent or guardian (or the student, in cases where the student is eighteen years old), or pursuant to court order. Further, the release of confidential student mental health records shall be implemented in conformance with the Illinois Mental Health and Developmental Disabilities Confidentiality Act.
- Procedures exist for filing complaints with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of the Family Educational Rights and Privacy Act (FERPA).

When school staff believes a student's behavior is inappropriate or when unauthorized absences occur, they prepare a referral that is reviewed by Deans and counselors for possible disciplinary action. Referrals become part of a student's temporary record, and are available only to the student, the student's parents or guardians, or to certified employees of the District with a demonstrated educational or administrative interest in the student, as outlined above. The temporary record, which is destroyed five years

after graduation or withdrawal from school, includes all other information gathered about a student during the period of enrollment.

### STUDENT SURVEYS

Students may not be asked in a survey, analysis, or evaluation, for information regarding any of the following areas without the prior written consent of a parent or guardian: political affiliations or beliefs of the student or the student's parent/guardian; mental or psychological problems of the student or the student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; religious practices, affiliations, or beliefs of the student or the student's parent/guardian; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Nothing in the above paragraph precludes the particular questioning of students about misconduct in school.

### STUDY HALLS

Students who are unable to appropriately utilize their resource period(s) will be assigned a study hall(s). Counselors that drop courses in a students' schedule can replace them with a study hall.

#### Resource Periods

State law requires supervision of each student for 300 minutes each school day. Students may be assigned Resource Periods to meet the 300 minute per day requirement. Student use of these periods is dictated by their needs; they may elect to work in resource centers in the building, to meet with teachers, or to study quietly. Students may also choose to work in such locations as the cafeteria. Students who have resource periods at the beginning of the school day may come to school in time for classes if they do not need to use school facilities. Students may leave the campus if they have resource periods at the end of the school day, but may not return to campus. Students may not leave the campus during resource periods that are scheduled between their first and last classes of the day; closed campus policies remain in effect.

To make most efficient use of resource periods, students are encouraged to obtain assistance at specially designated centers in the building, such as The Academic Resource Center or Library.

#### Assigned Study Halls

DHS students may be assigned to Study Halls during the school year. Study Halls are designed to be a quality form of academic support by providing students a specific time during their school day to work on academic assignments and study for assessments.

Student attendance at Study Hall is mandatory—if a student has a Study Hall assigned, their attendance will be taken each day by the Study Hall teacher.

Study Halls are designed to be flexible to meet the needs of each individual student. After checking in with a Study Hall teacher, students may:

- Attend appointments with teachers to discuss assignments & assessments
- Make-up a test or a quiz
- Go to the library to conduct research for an assignment
- Go to the Academic Resource Center to receive tutoring in a specific course
- Go to the technology labs to write essays & work on homework requiring a computer
- Go to the World Language lab to work on World Language assignments
- Study, read, or work quietly on homework

Students should request a pass to go to another resource area, and should leave the other resource area 10 minutes before the end of the period and return to the Study Hall with 5 minutes remaining. Students may use the same pass; be sure it is signed and timed by the resource staff member. As this procedure may not allow for a great amount of time in the other resource area, each student must have a focused purpose to attend the other resource area.

### SUMMER SCHOOL

Summer school provides an opportunity for students to enroll in courses that they have not had time for during the regular school term, make up credit deficiencies, improve their grade in order to meet prerequisites for advanced class work, or accelerate their high school program. A special bulletin is issued indicating the specific courses that will be available.

Summer School courses taken at Highland Park High School will be granted full credit toward graduation from Deerfield High School.

Summer school rules vary from regular school rules included in this handbook because of the compressed nature of the summer school schedule. Special information about rules and policies is distributed to students when summer school classes begin.

### SUPPORT GROUPS

Deerfield High School offers a variety of support groups for students that address social and emotional needs. The supportive group environment creates a greater sense of community within the school while promoting overall school functioning and academic success. Groups are voluntary and of a confidential nature. Groups meet weekly during

the school day on a rotating schedule. Students may be referred to a group by parents/guardian, teachers, counselors, or by self-referral.

District 113 does not require advance parental/guardian permission for student participation in any of the groups. Whether parents/guardian are informed of a student's participation depends on the nature of the group and, in some instances, on individual student needs. If you do not want your student to participate in any of the support groups listed, please state your objection in writing, and send it to Amy Bricker, Counseling Department Chair ([abricker@dist113.org](mailto:abricker@dist113.org)).

Alliance – A safe, supportive, and confidential group for lesbian, gay, bisexual, and transgendered students, and questioning students.

Black Male Mentoring Group – A place for black male students to discuss and process their experiences and any issues they face.

Concerned Persons – A support group for students whose lives have been affected by someone else's use of alcohol or other drugs.

Culture Connections – A safe, supportive and confidential place for DHS students who identify as a racial, ethnic or religious minority to discuss issues and life experiences.

Divorce – For students whose parents are divorced or are in the process of divorcing.

Freshman – For freshman students, focusing on the transition to the more intensive academic and social demands of high school.

Images – For female students, focusing on issues related to self-esteem, relationships, and everyday life.

Latino – A safe, supportive and confidential place for students who identify as Latino/Latina to discuss issues and life experiences.

Loss – For students who have experienced the death of an immediate family member or close friend.

Minorities with Knowledge – A safe, supportive and confidential place for DHS students who identify as a racial minority to discuss issues and life experiences.

Organization Skills – A group designed to help students with certain organizational and study skills that may improve academic performance. Two eight (8) week sessions are offered yearly, including topics of tracking assignments, studying efficiently, cleaning out your locker and backpack, and organizing your electronic account.

Seven Challenges – For students who are examining their use of alcohol and other drugs, and want support to remain alcohol/drug free.

Senior Transition – For seniors who are interested in additional support as they plan for life after high school.

Transfer Students – For students transferring into Deerfield High School.

## THEFT PREVENTION

Deerfield High School is not responsible for lost or stolen items. To avoid theft of property, students are urged to:

- Avoid sharing locker combinations with friends.
- Prevent others from watching them dial their locker combinations when they open lockers in the hall or gym areas.
- ALWAYS lock your valuables in your locker.
- Check classrooms, cafeterias and other areas for your property before leaving.
- Label everything of value with some kind of permanent marking.
- Report all lost or stolen items to the Deans' Office.

If theft occurs, please report the missing items to the Dean's office. Students are asked to fill out forms that describe in detail the items missing. This helps the school return items that are retrieved, and help in looking at patterns of theft in our building.

## TIME OUT AND PHYSICAL RESTRAINT (7-194)

**The Board of Education bears the responsibility of protecting the safety, health, and welfare of the students, staff, and property of the school district and maintaining a safe and orderly environment for learning. Therefore, it may be necessary at times to physically restrain or physically remove a student into an isolated time out setting when the student's conduct affects the well-being of the schools. It is the policy of this District to implement isolated time out and physical restraint procedures as a means of maintaining a safe and orderly learning environment to the extent such procedures are necessary to preserve the safety of the students, staff or others. Neither isolated time out nor physical restraint procedures shall be used as a form of punishment when administering discipline to individual students.**

**The Superintendent is authorized to establish rules and regulations to implement and enforce this policy consistent with the requirements of ISBE regulations.**

The District's Administrative Procedures for the use of time out and physical restraint can be found online, linked to Board Policy 7-194, or in the Principal's or Dean's office.

## VISITORS

**All visitors are required to enter the building through a supervised entrance and obtain a visible visitor's pass to wear while in the building.**

**Visitor will NOT be permitted to enter the building until their appointment is confirmed through security.** All visitors are expected to sign in at one of the entrances open during the school day, and wear a completed visitor's badge while in the school.



**Visitors leaving the school are expected to sign out and return their badges at the security desk.**

If the purpose of a visit is related to the observation or evaluation of students with disabilities, please see Board Policy 6:125 for the terms and conditions applicable to such visits.

Alumni must have a prearranged appointment with a staff member. Alumni will be allotted a 1 hour time limit within the building.

Students who wish to bring one (1) guest to school for part or all of the school day must:

- complete and submit to the Deans' Office a **Student Classroom Guest Form** at least three (3) days prior to the guest's arrival date (form is located in Deans' Office or On-Line.)
- submit written permission from both the guest and host students' parents/guardians.

Student who wish to bring multiple guests to school must get approval from a Dean prior to submitting the **Student Classroom Guest Form** to the Deans' Office.

The following conditions apply to guest visits:

- Guest visits are limited to one (1) school day.
- Guests must present a photo ID on the day of the visit.
- Guests must first report to the Dean's Office to receive a visitor's pass which must be kept with the guests at all times during the visit.
- The school reserves the right to deny guests due to special circumstances that may exist.

If the visitor is considering enrolling at Deerfield High School that student's parent/guardian should contact the Counseling office to arrange an appointment.

If the purpose of a visit is related to the observation or evaluation of students with disabilities, please see Board Policy 6:125 for the terms and conditions applicable to such visits.

We reserve the right to deny visitors due to special circumstances which may exist. Visitors are subject to all school rules.

### WITHDRAWALS

Questions regarding withdrawals should be addressed to the student's counselor. Students who have previously withdrawn from school and wish to re-enroll must contact the school registrar.

### WORK PERMITS

Students who are between the ages of 14 and 16 years old may apply for an Employment Certificate in accordance with the Illinois Department of Labor regulations. Such prospective employees may secure applications and additional information upon request in the College and Career Resource Center (CCRC).

STUDENT SERVICES:

BOOKSTORE

The school bookstore is operated by District 113 on a non-profit basis for the students' convenience. Class supplies, such as pencils, pens, paper, notebooks, and textbooks (new and used), and English paperbacks are available.

Students are encouraged to buy their textbooks at the August sale. *The Bookstore hours are from 7:30 AM to 3:30 PM.*

Students have an opportunity to re-sell their books at the annual Buy Back Sale following the June final examination days. Only books which will be used for the following school year will be re-purchased and have a district stamp in them. Books will not be bought back if they are highlighted, underlined, or written in.

COLLEGE TEST DATES 2016 – 2017

CEEB Code #141-570

ACT-DHS Test Center #173920

ACT-HPHS Test Center #174140

ACT Phone #319/337-1270

Contact information: <http://www.act.org>

2016-2017 Test Dates

September 10, 2016 ACT

October 19, 2016 PSAT

October 22, 2016 ACT

November 5, 2016 SAT

December 10, 2016 ACT

February 11, 2017 ACT

April 8, 2017 ACT

May 6, 2017 SAT

June 10, 2017 ACT

SAT: I/II – DHS Test Center #14-265

SAT: I/II – HPHS Test Center #14-345

Phone: 866/756-7346

Contact Information: <http://www.collegeboard.com>

For SAT Test Dates for 2016-2017, please use the above website to access the information.

For information regarding ACT Special Administration please contact:

Deerfield High School  
Tony Presutti  
(224)632-3058

Highland Park High School  
Cindy Powers  
(224)765-2019

### FIRE AND SEVERE WEATHER ALARMS

A loud, high-pitched variable toned sound identifies the fire alarm. Upon its activation, teachers will direct students out of the building in an orderly fashion beyond the fire lane by the prescribed exit route posted in each classroom. Only specifically designated employees may remain in the building. All other persons must exit and remain beyond the fire lane until the all-clear bell rings upon which time students and teachers should proceed directly to their respective classrooms. A steady ringing of the class period bell identifies the severe weather alarm. Instructions via the P.A. system and the teachers will inform students when to go into corridors and areas away from glass and other hazard.

### INSURANCE

The Board of Education endorses an accident insurance policy for students. Application forms and additional information is available at the book sale before school starts and then at the Bookstore after school begins.

### LIBRARY

The library is available most days from 7:30 a.m. to 3:30 p.m. Students are welcome to work in four different areas of the library. The library labs are for classes only and are reserved by teachers. In group study, students may work with up to three other students. Conversations should be heard only at the table. In the quiet/silent areas, students work alone with no conversation. Computers are available for students in both group study and the computer walk-in area. Student use of computers and the Internet in the library follows the District 113 policies.

The library offers a variety of print and electronic resources to students. Most print resources can be checked out for a period of three weeks with the exception of reference materials and short-term check out materials which are high in demand. Fines for overdue materials are .10 per day for normal check out periods and \$1.00 per day for reference and short-term check out materials. Students who lose a book must pay the retail cost of the book plus a \$5.00 processing fee.

Electronic subscription services are purchased to support the curriculum and are available both from school and home. Home access requires user names and passwords that are available from library staff. The subscription services may be accessed from the library home page at <http://dhs.dist113.org/LIB/website/index.htm>.

Computing devices, including eReaders, laptops, and Chromebooks are available for overnight checkout on a limited basis. Prior to checking out netbooks, both parents and students must complete a form accepting responsibility in case the computer is damaged.

Librarians frequently work with classes to teach information literacy skills but are also available to help students who are working independently in the library. They welcome requests about good books to read, how to create and edit bibliographies/Works Cited pages, how to find expert articles and other informational and learning needs. Additionally, your librarians are well-versed in Google Apps and can assist with your digital literacy needs.

While working in the library, students are expected to use First Class Behavior. This includes:

- Following all directions given by staff.
- Sharing resources including computers with other students.
- Not eating food or drinks other than bottled water in the library.
- Four people per table.
- Using appropriate voice levels.
- Use their electronic devices respectfully

#### LOST AND FOUND

Clothing, watches, jewelry, electronics, etc., should be turned in to the Deans' Office. All books should be turned in to the bookstore.

Please be selective with the articles/items that you bring to school. Deerfield High School is not responsible for anything that is stolen while at school.

Announcements are made to the student body to claim lost items once each quarter. At the end of each semester items unclaimed are thrown away or donated to shelters.

### **EXTRA/CO-CURRICULAR ACTIVITIES/ATHLETICS (7-300)**

#### **Extracurricular Code of Conduct**

**District 113 administrators, coaches, and activity sponsors, in conjunction with parents/guardians and students, believe that students who represent District 113 as athletic or activity members should conduct themselves as responsible representatives of their schools. Students who elect to participate in sports or student activities will be expected to exemplify high standards of behavior. Students whose actions or conduct create a negative image and whose behavior is determined to be detrimental to either the school or its programs will be subject to disciplinary consequences, following the procedures outlined in this Extracurricular Code. As recognized representatives of their schools, District 113 athletes and participants in activities must demonstrate the character and behavior outlined in this Code. Behavior of student participants will be monitored by coaches and Activity sponsors.**

**The District 113 Extracurricular Code acts to supplement, not to supplant, District 113 school disciplinary policies. Policy 7-190 is not exclusive of Policy 7-300. Imposition of disciplinary consequences does not preclude other or additional extra-curricular, athletic and/or parking consequences and are separate and distinct from police consequences. Student eligibility for participation in activities will remain consistent with policies and regulations adopted by the Illinois High**

School Association and conferences or associations of which its participants are members.

#### Administrative Procedures

The Board of Education authorizes the Superintendent to promulgate Administrative Procedures to implement this policy.

The Board shall annually approve the Student Extracurricular Behavioral Requirements as set forth in the implementing procedures.

#### Athletics Program

The Athletics program shall be in compliance with the Scholastic Standing provisions specified in the current Athletic Eligibility By-laws of the Illinois High School Association.

#### Activity Program

It shall be the policy of the Board of Education that all students who participate in a “school- sponsored or school-supported extra/co-curricular activity” (hereafter referred to as “Activity”) shall be in compliance with the Scholastic Standing provisions specified in the current Athletic Eligibility By-laws promulgated by the Illinois High School Association (IHSA). A student who fails to meet the minimum IHSA standards for Scholastic Standing shall be suspended from further participation in every Activity until eligibility is re-established in accordance with the IHSA By-laws.

A student with disabilities may be excused from meeting some or all of the IHSA criteria as determined by professional staff familiar with the child, such determination to be made on a case-by-case basis.

The Administration is authorized to develop Procedures for the fair and orderly implementation of this Policy across School District extra/co-curricular activities and to provide students with appropriate notice of this Policy and its Procedures.

Administrative Procedures Implementing Board Policy 7-300

### EXTRACURRICULAR CODE

#### Overview

All reports of suspected violations of the Code will be reported to the Athletic and/or Activity Director as appropriate at the student’s high school and will be promptly reported to the Principal and investigated by the Directors. After an alleged violation of the Code has been verified by either school personnel, judicial or law enforcement agency, the appropriate disciplinary consequence will be imposed by the Athletic and/or Activity sponsor, subject to review and final decision by the Principal. Previous extracurricular code violations and

disciplinary code violations may be taken into consideration when determining consequences.

**General Implementation: Extracurricular Code Violations**

1. The code applies to all activities/athletics in which a student participates. As a result, consequences will be assigned to every extra-curricular. A student leadership role will be evaluated upon each offense with the possibility of removal at any time.
2. The term activity or athletic team encompasses all co- or extra-curricular organizations which are now operating or which may be created after this policy is in effect.
3. The term “student” will refer to any person who is participating in Deerfield High School or Highland Park High School activities. This includes a student who elects to participate in a student activity during the summer following graduation from District 113.
4. Consequences for multiple violations must be served consecutively. A suspension will be carried over from one sport or activity season into another, or from one academic year into the next. If a student cannot fulfill a suspension in the current sport or activity, the remaining consequences carry over to the next season / activity.
5. School officials are not expected to monitor off-campus, non-school activities. However, violations of Categories II and III of the Extracurricular Code will be subject to the consequences stated in the Code regardless of the place or time of such violations throughout the calendar year, or whether such violations occurred at school, school-related or non-school related activities, provided that such violations are reasonably confirmed by a preponderance of facts including information from police reports. Unsubstantiated information (i.e. rumors and/or hearsay) will be reported/shared with parents. The Principal or Principal’s designee will notify legal authorities of all evidence and reports of all illegal activity if warranted.
6. A student charged with any illegal activity by the police may face immediate consequences as outlined by the student extra-curricular code.
7. Upon receipt of either a complaint or report or suspicion by the District of hazing or inappropriate initiation activity, District 113 will conduct an investigation. Upon completion of the investigation, District 113 will take appropriate action. Such action will be designed to deter future violations and appropriately discipline students who have engaged in prohibited behavior. Disciplinary action will include consequences for the individual student up to and including expulsion in accordance with Board Policy 7-190, *Student Discipline*.

**Student Extracurricular Behavioral Requirements**

District 113 students will adhere to the following requirements:

- Demonstrate respect for staff and students by interacting with others appropriately, exhibiting sportsman-like behavior, using acceptable, non-offensive language and refraining from verbal abuse;
- Refrain from engaging in or being a party to acts of theft or vandalism at any time;
- Demonstrate respect for the environment in which they work by leaving all facilities and equipment in good condition;
- Assume and abide by the responsibilities of membership in a particular group as established by the sponsor and leaders of that group;
- Maintain academic responsibilities as defined by the I.H.S.A.;
- Conduct oneself in an appropriate and responsible manner.
- Refrain from engaging in or being a party to any act of gambling.

**Category I**

General offenses not listed in Categories II and III, such as, but not limited to cheating, gambling, bullying, fighting, harassment, verbal abuse, theft, vandalism, unsportsmanlike behavior, or conduct which would constitute a misdemeanor under Federal or Illinois criminal law, and or failure to comply with the extracurricular behavior as outlined above in Section B while in school, on school property, or as a representative of a District 113 sport or activity.

Category I consequences pertain to all offenses that occur during school or school related activities, or because of the student’s affiliation with a school-sponsored athletic program or activity.

**First Offense**

Students who do not meet the requirements of the Extracurricular Code are subject to the following:

**1. Notification to and/or a conference with the Activity and/or Athletic Director**

**A. One or more of the following:**

- 1) conference with sponsor/coach;
- 2) conference with student leaders and sponsor/coach;
- 3) conference with sponsor/coach and parent;
- 4) conference with sponsor/coach, Activities/Athletic Director and Dean;
- 5) removal from an athletic team and/or activity
- 6) suspension from participation in/on athletic team and/or activity;
- 7) return home from field trip at parent(s)/guardian(s) expense;
- 8) ineligibility for further field trips or contests (number to be determined);
- 9) financial restitution;
- 10) letter(s) of apology;
- 11) school/community service

- 12) referral to school support personnel/group or program;
- 13) referral to outside agency;
- 14) behavioral contracts;
- 15) attendance contracts;
- 16) other consequences deemed suitable for the situation;
- 17) refusal to award service points for the Honor Society;
- 18) decrease or deny responsibilities in activity;
- 19) loss of parking privileges.
- 20) nothing contained in this policy or guidelines limits the authority of any school staff member to remove a student immediately from a class or school property or activity.

**Second and Subsequent Offenses**

Students who do not meet the requirements of the Student Extracurricular Code on a second or subsequent occasion are subject to any of the consequences applied to a first offense.

**Category II**

Offenses related to alcohol, tobacco, and other drug violations.

**Behavioral Requirements**

District 113 students must abstain from any act, attempt or intent to possess, use, obtain, manufacture, sell, or distribute any illegal, controlled or intoxicating substance, including alcohol, inhalants, and other drugs, anabolic steroids, or any substance purported to be, or presented as an illegal, controlled or intoxicating substance, or drug paraphernalia such as, but not limited to pipes, bongs, rolling paper, etc.

District 113 students, regardless of age, must abstain from possession, smoking, and the use of tobacco products. "Tobacco products" include but are not limited to cigarette, cigar, pipe, electronic cigarette or tobacco in any other form including smokeless tobacco which is any loose, cut, shredded, ground, powdered, compressed, or leaf tobacco that is intended to be placed in the mouth without being smoked.

All coaches and/or sponsors of the student's extracurricular activities will be notified by the Athletic and/or Activities Director of a violation for the health and safety of the student. Category II offenses include student behavior at school, school related and non-school related activities at all times throughout the



calendar year. The Principal or Principal's designee will notify legal authorities of all evidence and reports of all illegal activity if warranted.

The code applies to all activities/athletics in which a student participates. As a result, consequences will be assigned to every extracurricular. A student leadership role will be evaluated upon each offense with the possibility of removal. Such action requires the Principal's approval.

When, in the judgment of the Principal or the Principal's designate, it has not been established there was a violation, but there is reasonable basis to believe that a prohibited tobacco, alcohol, or other drug use and/or possession may have occurred:

All information available will be given to the student's counselor and Student Assistance Program designee.

Based on the counselor's knowledge of the student and in consultation with the counselor's supervisor, the counselor may set into motion a program deemed appropriate for the student and inform the Principal and parents/guardians of the program taken.

The Principal or Principal's designee will notify legal authorities of all evidence and reports of all illegal activity if warranted.

Students who do not meet these expectations regardless of place or time will be subject to the following consequences.

#### A. First Offense Consequences

- 1) Conference with the Athletic and/or Activity Director.
- 2) Conference with the Student Assistance Program designee.
- 3) Successful completion of an approved student/parent educational program (student and parent/s or guardian/s) for a first alcohol or other drug offense.
  - a. If the approved student/parent educational program has been previously completed, the student and parent/guardian must complete an assessment from an approved agency/hospital and successfully complete the recommendations from the said assessment (at student/parent expense). Proof of the completed assessment and recommendations must be submitted to the Student Assistance Program designee. Failure to complete the assessment and recommendations will result in the loss of eligibility until the assessment and recommendations have been completed.

- 4) A first tobacco offense will result in the successful completion of the Smoking Cessation/Information Program.
- 5) A twenty percent (20%) of the regular season suspension will result for students participating in extra-curricular including athletics, fine art performances and competitive club groups. If this cannot be fulfilled during the current season the consequences carry over to the following season.
- 6) Two six-hour Saturday detentions will result for students participating in extra-curricular including special interest groups, multicultural groups, class boards, student government, communications, honor societies, and others not deemed competitive or performance in nature. As an alternative, students may perform twelve (12) hours of community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The student and his/her parents must identify the community service project which must be approved by the superintendent. Parents must sign a permission slip. The District will not provide transportation. The student must provide written verification indicating satisfactory completion of the community project. The student may not return to club activities until the two Saturday detentions or the community service requirement is fulfilled.
- 7) The Principal or Principal's designee will notify legal authorities of all evidence and reports of all illegal activity if warranted.
- 8) Loss of parking privileges for 20 school days
- 9) Voluntary admission.
  - a. Student admission to the violation of a Category II first offense acts to waive the twenty percent (20%) suspension or the two six-hour Saturday detention assignment and loss of parking privileges, but the admission serves as a first offense. In addition, the student and parents will successfully complete an approved student/parent educational program. Failure to complete the approved student/parent educational program as determined by the Activities/Athletic Director/s results in the loss of eligibility until the approved student/parent educational program or other approved program has been completed. Student admission refers only to unsolicited and unreported information that is given directly to a school official by the student and/or parent(s)/guardian(s). Student admission to the violation of any Category II offense is not used to waive the suspension if the school administration has been previously or will be made aware/informed of the incident by other means including, but not limited to, notification by judicial or law enforcement agencies.
  - b. Parents/guardians seeking help for their child involved in extracurricular activities from a school official will be required to complete an approved student/parent educational program or receive an assessment (as determined by the Student Assistance Program designee) and complete the recommendations from the assessment. This will result in a waiver of the first offense of the Extracurricular

**Policy.**

**1. Assessment must be completed by an agency/professional that is approved by the Student Assistance Program designee.**

**2 This is a one-time opportunity. Any further contacts of this nature would result in a First Offense violation.**

**10) The Dean may use discretion in determining consequences if a student demonstrates extraordinary measures while assisting another student.**

**B. Second Offense Consequences**

- 1) Conference with Athletic and/or Activity Director.**
- 2) Conference with the Student Assistance Program designee.**
- 3) Obtain an assessment from an approved outside agency/hospital and successfully complete the recommendations made from said assessment (at parent/student expense) for a second alcohol or other drug offense.**

**4) A second tobacco offense will require successful completion of an approved student/parent educational program if not already completed (Students and Parents). Failure to complete the approved program has been completed.**

**5) A forty percent (40%) of the regular season suspension will result for students participating in extra-curricular including athletics, fine art performances, and competitive club groups. If this cannot be fulfilled during the current season the consequences carry over to the following season.**

**6) Four six-hour Saturday detentions will result for students participating in extra-curricular including special interest groups, multicultural groups, class boards, student government, communications, honor societies, and others not deemed competitive or performance in nature. Students may not return to club activities until the four Saturday detention requirement is fulfilled.**

**7) Loss of parking privileges for 40 school days.**

**8) The Principal or Principal's designee will notify legal authorities of all evidence and reports of all illegal activity if warranted.**

**9) The student is prohibited from participating in overnight activities and/or overnight athletic events for one year from the date of the second incident. (This does not apply to a tobacco offense.)**

**C. Third and Subsequent Offenses Consequences (This does not apply to tobacco offenses)**

- 1) Upon confirmation of a third violation and subsequent violations, the student extra-curricular participant will lose eligibility for participation in all extra-curricular activities for one (1) full calendar year, commencing upon the date of such confirmation.
  - a. Loss of parking privileges for 180 school days.
  - b. Obtain an assessment from an approved outside agency/hospital and successfully complete the recommendations made from said assessment (at parent/student expense).
  - c. A mandatory reinstatement conference with the Activities/Athletic Director/s and/or the Student Assistance Program designee, the parent(s) or guardian(s) and the student extra-curricular participant is required. Following such conference the Principal may, but will not be obligated, to reinstate such student's eligibility.
- b. The student is prohibited from participating in overnight activities and/or overnight athletic events for the duration of his/her high school career. (This does not apply to tobacco offense.)

### Category III

Severe offenses such as, but not limited to hate crimes, hazing, inappropriate initiation, criminal assault, sexual assault, harassment, criminal damage to or theft of school property or other serious conduct.

### Behavioral Requirements

District 113 students must abstain from committing, participating in, assisting other persons in committing or participating in, or being a party to any of the following acts:

1. A hate crime. A hate crime is any threat, intimidation, harassment, physical touching, vandalism, property damage, or any act which would constitute a violation of Federal or Illinois criminal laws, committed by reason of the actual or perceived race, color, creed, religion ancestry, gender, sexual orientation, physical or mental disability or national origin of another individual or a group of individuals;
2. Hazing and/or inappropriate initiation (see definition contained in this policy) of any person or group of persons;
3. Harassment (including, but not limited to harassment over the internet) against any person or group of persons, or directed against any person or group of persons;
4. Any act committed with the intent to cause significant physical harm to persons.
5. Any act committed with the intent to cause criminal damage to school property, or theft of property whether or not school owned or occurring on school property.

### Consequences

Students found to have committed a Category III-violation, will, without exception, be subject to all of the following consequences and other consequences deemed appropriate by the principal:

1. Loss of parking privileges for 180 days
2. Upon confirmation of a violation, the student athlete/activity participant will lose eligibility for participation in activities and/or sports for one (1) full calendar year, commencing upon the date of such confirmation.
3. The Principal or Principal's designee will notify legal authorities of all evidence and reports of all illegal activity if warranted.
4. After the student has served the one year suspension from participation eligibility, the student may obtain reinstatement by attending a conference with the Principal or the Principal's designee and the student's parent(s) or guardian(s). Following such conference, the Principal may, but will not be obligated to reinstate such student's eligibility.

#### **DISCIPLINARY CONSEQUENCE REVIEW/APEAL PROCESS FOR ATHLETICS AND ACTIVITIES**

The parent/guardian or student (if 18 years of age or older) may initiate a request for review of any disciplinary action. During the review process, the student continues to serve the disciplinary consequence unless and until it is overturned at one of the following steps. The steps in the review process are prescribed in the following manner:

1. The Assistant Principal (for Categories 1 & 2 only)
2. The Principal or designee
3. The Superintendent or designee (Category III violations and discipline)
4. The Board of Education (Category III violations and discipline)

A written request for a review of the disciplinary action must be submitted for each step within two (2) days of the administrator's decision at each level. All request(s) for review must state the reason for the review and the adjustments in discipline being requested. Reasons for review might include:

- Due process not followed
- Discipline contradicts procedures/policies
- Additional evidence surfaced
- Evidence/issues/mitigating factors not considered

Students and parents/guardians will have the opportunity to speak to the matters noted above to the administrator during the appeal.

Only Category III code violations may be appealed beyond the Principal's level to the Superintendent's level and to the Board of Education. An appeal to the

**Board of Education must be submitted in writing to the Superintendent's Office within five (5) calendar days of the Superintendent or his/her designee decision.**

**The Board of Education will determine whether or not to hear the appeal. The Board of Education may refer a matter to an independent hearing officer; the Board may limit the jurisdiction of the hearing officer to the determination of whether a) due process has been afforded and/or b) policies and procedures were followed. The decision of the Board will be communicated in writing to all parties concerned by the Board Secretary.**

**Category III violations may be appealed beyond the Superintendent's level to the Board of Education. If the Board of Education determines the matter should be assigned to an independent hearing officer, the Board may limit the jurisdiction of the hearing officer to the determination as to whether a) due process has been afforded and/or b) policies and procedures were followed.**

**Co-curricular – An organization that is an extension of the instructional program which receives academic credit.**

Chorus	Chamber Orchestra
Concert Band	Choraliers
Jazz Band	Symphony Orchestra

**Extracurricular – An organization that averages ten hours per week, culminates with a public event/competition, and/or participates visibly in the extended community but does not receive academic credit.**

Cheer Team	Musical
Chess Club	Musical Orchestra
Chinese Honor Society	Dance Company
Orchestra	DECA
OYAD	Deerprints
Robotics Club	Fall Plays
Scholastic Bowl	Fencing
Science Club	Senior Executive Board
French Honor Society	Sophomore Executive Board
Freshman Executive Board	Spanish Honor Society
GIMA	Stage Crew
Hebrew Honor Society	Student Congress
Hockey	Student Council
DHS Honor Society	STUNTS
Jazz Lab Band	Theatre
Junior Executive Board	Theatrix
Marching Band	Troubadour
Mathletes	Warrior Dance Team
Model UN	WDHS-TV

Monday/Tuesday Afternoon Jazz                      WYSE  
FoSho

**Special Interest Group – An organization that averages less than ten hours per week and/or does not culminate with a public event/competition.**

Anime Club	Earthworks	Snowball
Art Club	Human Rights Club	Spectrum
Warrior Buddies	Minority Report	S.T.E.A.M.
Book Club	Movie Club	Students for Children
Computer Club	Peer Helping	Varsity Club
DASA	SOS	

**All organizations delineated within the Extra-curricular category and any Special Interest Group as designated by the sponsor or administration will be governed by this policy. Students must be passing four courses or 20 credit hours weekly to remain eligible to participate in the Activities program. Students not passing four courses at the end of the semester will be considered ineligible for the following semester. The Activities Program will utilize the monitoring system currently in place in the Athletics Program. Organizations to be formed at any future date will be assigned to one of the aforementioned categories and will be held accountable for the eligibility requirements of that category.**

#### DEERFIELD HIGH SCHOOL ATHLETIC DEPARTMENT

Athletic Director:	Robert Ruiz
Assistant Athletic Director:	Nate Flannery
Administrative Assistant:	Lisa Roberts
Athletic Trainer:	Melissa Boger

Are you looking for updated daily contest information?  
See Athletics Website for Schedules & Updates.

Do you need information?  
Call the Athletic Office at 224-632-3110

Do you need to fax information of the Athletic Office?  
Fax us at 224-632-3701

Do you in need to speak to an Athletic Trainer?  
Call 224-632-3113

Do you need to have your parents transport you to or from a contest?  
A written note must be on file with the Athletic Office 24  
hours prior to the contest.

#### DHS HEAD COACHES 2016-2017

Boys Baseball:	Kevin Marsh
Boys Basketball:	Dan McKendrick
Boys Bowling:*	Pete Cullen
Boys Cross Country:	Tim Brodeur

Boys Football:	Steve Winiecki
Boys Golf:	Brian Gryn
Boys Gymnastics*	Doug Foerch
Boys La Crosse:	Chip Seiple
Boys Soccer:	Elliot Hurtig
Boys Swim:	John Sullivan
Boys Tennis:	Josh Leighton
Boys Track:	Ryan Brown
Boys Volleyball:	Eugene Chung
Boys Water Polo:*	Zack Duffy
Boys Wrestling:	Mark Pechter
Girls Badminton:	Edee Madsen
Girls Basketball:	Mike Muldrow
Girls Cross Country:	Jeff Beaumont
Girls Field Hockey:	Sam Brown
Girls Golf:	Tim Bleck
Girls Gymnastics	Kimmy Powers
Girls La Crosse	Flo Mitran
Girls Soccer:	Rich Grady
Girls Softball:	Susan Johnson
Girls Swim:	John Sullivan
Girls Tennis:	Rich Koukol
Girls Track:	Sam Brown
Girls Volleyball:	Eugene Chung
Girls Water Polo:*	Tiffany Urbanski

\*DHS/HPHS CO-OP TEAM

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**ATTENDANCE INFORMATION IN BRIEF**

Attendance Office (K-121)  
Hours: 7:15 a.m. - 3:30 p.m.

To phone in absences, call 224-632-3001. Please have the following information handy:

Student’s Name: \_\_\_\_\_  
ID Number: \_\_\_\_\_  
Date of Absence: \_\_\_\_\_  
Time of Absence: \_\_\_\_\_

**REMEMBER, CALLS MUST BE RECEIVED BY 11:59 PM THE DAY OF THE ABSENCE FOR AUTHORIZATION.**

24 HOUR ATTENDANCE LINE: **224-632-3001**

If you are unable to call the attendance office during regular hours, please use the answering machine to leave your student’s absence information.

**EMERGENCY SCHOOL CLOSINGS**

On rare occasions it becomes necessary to close school because of weather or other emergencies. The administration, Board of Education, and PTA’s of Deerfield High and Highland Park Schools have set up procedures and channels of communication to assist you in the event of emergency school closings.

**What to do in case of a potential snow emergency closing.**

Your best source is to log onto the School District’s Web page @ **www.dist113.org**

The school’s main phone numbers will also have updates recordings in case of school closings.

- District Office: 224-765-1000
- Deerfield High School: 224-632-3000

WGN Radio operated the Emergency Closing Center web pages. Enter in the district’s phone number (224-765-1000) to find out if the district has been closed. For \$.90 you can call 900-407-SNOW (900-407-7669).

Authorized school closings will be broadcast by the following stations: WMAQ – 670 AM, WGN – 720 AM, WBBM – 780 AM and 96.3 FM, WSSY – 1330 AM, WKRS – 1220 AM, WVXX – 103.1 FM, WXLC – 102.3 FM, WGN – channel 9 Chicago, NBC – Channel 5 Chicago, CBS – Channel 2 Chicago, FOX – Channel 32 or Cable Channel 12 Chicago, CLTV – Cable Channel 39 Chicago.

If the decision is made to keep school open, students are encouraged to car pool or walk to nearest cleared major street for bus pick-up. (A special snow route bus schedule will be in effect.)

Please do not telephone the radio station; information is not available by telephone. Also do not telephone the local police departments to see if the school is closed.