

# PROVISO WEST H.S.

## PANTHERS



2021

2022

**This Student Handbook Belongs to:**

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

**ID#:** \_\_\_\_\_

**My Counselor is:** \_\_\_\_\_

*School Website: west.pths209.org*

*Athletic Website: il.8to18.com/provisowest*

**STUDENT PLEDGE**

I, \_\_\_\_\_, as a member of the Proviso West learning community, pledge to:

- ✓ respect others and their beliefs, respect differences, and continually seek understanding.
- ✓ accept personal responsibility for my thoughts and actions, and actively contribute to the growth and well-being of myself and my community.
- ✓ dedicate myself to overcoming obstacles, establishing and achieving my goals.
- ✓ dedicate myself to learning, strive for deeper understanding, and believe in myself as a constant learner.
- ✓ give back to my community by sharing my time, talents, and energy in service to others. I am required to complete 40 hours of community service (10 hours per year) prior to graduation.
- ✓ strive to act in an ethical manner now and throughout my life.

**NIHIL NISI OPTIMUM - Nothing But The Best**



*"Proviso West High School is committed to enhancing student learning experiences through collaboration, utilization of best practices, data analysis, and professional development."*

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# Proviso Township High Schools District 209



The Proviso Township High Schools seal is a circle, the outer bounds of which enclose the name of the district. At the center of the circle, an open textbook symbolizes learning. The Latin words, "NIHIL NISI OPTIMUM," meaning "NOTHING BUT THE BEST," define the type of learning experiences that Proviso West High School strives to provide for all of its students. The year 1910, located beneath the book, is the year that the bond issue providing for the establishment of a township high school carried.

PROVISO TOWNSHIP HIGH SCHOOLS IS AN EQUAL OPPORTUNITY INSTITUTION AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, OR HANDICAP.

## DISTRICT AND SCHOOL ORGANIZATION

### BOARD OF EDUCATION

Rodney Alexander President	Theresa L. Kelly Vice President	Amanda J. Grant Secretary	Claudia Medina	Arbdella "Della" Patterson	Samuel Valtierrez	Ned Wagner
						

### PROVISO TOWNSHIP HIGH SCHOOLS DISTRICT 209

- Dr. James L. Henderson, Superintendent
- Dr. Kevin Brown, Deputy Superintendent of Educational Services
- Mr. Dan Johnson, Deputy Superintendent of Operations
- Dr. Bessie Karvelas, District Administrator of Educational Services
- Dr. Kathy Richard-Andrews, Executive Director of Student Services and Equity
- Dr. John R. Chiles IV, Executive Director of Human Resources
- TBD, Executive Director of Finance

### PROVISO WEST HIGH SCHOOL

- Dr. Albert Brass Jr., Principal
- Dr. Kermit Blakely, Grade Level Principal
- Mr. Joseph Kosina, Grade Level Principal
- Mrs. Kisha M.J. Lang, Grade Level Principal
- Dr. Greta Mitchell-Williams, Grade Level Principal
- Mr. Cyrus McGinnis, Athletic Director

<b>Board of Education</b> .....	8601 W. Roosevelt Rd., Forest Park, Illinois 60130	708-338-5913
<b>Recognition</b> .....	Illinois State Board of Education	
<b>Accreditation</b> .....	AdvancED	
<b>School Colors</b> .....	Red and White	
<b>School Mascot</b> .....	Panther	
<b>Athletic Affiliation</b> .....	West Suburban Conference, Silver Division	

**PROVISO WEST HIGH SCHOOL – DIRECTORY**

---

**Dr. Albert Brass Jr., Principal** ..... **708-202-6310**  
Dr. Kermit Blakely, Grade Level Principal ..... 708-202-6575  
Mr. Joe Kosina, Grade Level Principal ..... 708-202-6210  
Mrs. Kisha M.J. Lang, Grade Level Principal ..... 708-202-6237  
Dr. Greta Mitchell-Williams, Grade Level Principal ..... 708-202-6220  
Mr. Cyrus McGinnis, Athletic Director ..... 708-202-6396

**Counselors**

Ms. Stefanie Andrews ..... 708-202-6227  
Ms. Araceli Avila ..... 708-384-5028  
Dr. Sherman Blade ..... 708-202-6305  
Mr. Lynell Ingram ..... 708-202-6330  
Ms. Claudia Holland ..... 708-202-6374  
Ms. Nicole O’Connor ..... 708-202-6329  
  
Ms. Rafaella Harris, College and Career Academy Coordinator ..... 708-202-6324

**Health and Student Services**

Kenneth Holland, School Nurse ..... 708-202-6205  
Charlotte Grady, Social Worker ..... 708-202-6328  
Elsa Montoto-Vega, Social Worker ..... 708-202-6985  
Mrs. Jeri Matthews, Social Worker ..... 708-202-6327  
  
Det. Lynn Bailey, Hillside Police Department ..... 708-202-6267

**Secretaries**

Ms. Angel Banks, Principal’s Office ..... 708-202-6311  
Ms. Lorena Jacobo ..... 708-202-6313  
Ms. Dionne Jefferson, ..... 708-202-6316  
Ms. Joann Washington, ..... 708-202-6397  
Ms. Juana Mendoza, C114 ..... 708-202-6983  
Ms. Diane Lambert, B101 ..... 708-202-6320  
Ms. Pearl Faleti ..... 708-202-6318  
Ms. Swea Ingram, D112 ..... 708-202-6331  
Ms. Decora Hooper, Attendance Center ..... 708-202-6302  
Ms. Kim Lindsay, Special Education ..... 708-202-6386  
Mr. Zachary Jones, Band Office ..... 708-202-6341  
Ms. Shirley Magee, Registrar ..... 708-202-6314  
Mr. Kevin McKinney, Bookroom ..... 708-202-6245  
Ms. Sherice York, Nurse’s Office ..... 708-202-6204



*This handbook is a summary of the school’s rules and expectations, and is not a comprehensive statement of school procedures. The contents of this handbook are subject to change based on COVID-19 guidelines and restrictions from the CDC, Illinois Department of Public Health, and the Illinois State Board of Education. The Board’s comprehensive policy manual is available for public inspection through the District’s website at [www.pths209.org](http://www.pths209.org).*

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# District Calendar

## Proviso Township High Schools District 209 School Calendar 2021-2022

July 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 4 Holiday: Independence Day
- 5 Holiday: Independence Day Observed

August 2021						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 16-17 New Teacher Orientation
- 18 District Institute - No Student Attendance
- 19 Building Institute - No Student Attendance
- 20 Freshman Student Attendance
- 23 All Student Attendance

September 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 6 Holiday: Labor Day
- 9 Back to School Night
- 10 Early Release
- 30 Bring Your Parent to School Day

October 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 11 Holiday: Columbus Day
- 15 End of 1st Quarter
- 21 Half Day Attendance
- Parent/Teacher Conferences 1-3, 6-8pm
- 22 Building Institute, No Student Attendance

November 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 11 Holiday: Veteran's Day
- 24 Non-Attendance Day
- 25-26 Holiday: Thanksgiving Recess

December 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 22 End of Semester 1
- 23-31 Winter Break Non-Attendance Days
- 24 Holiday: Christmas Eve
- 27 Holiday: Christmas Day Holiday Observed
- 31 Holiday: New Year's Eve

January 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 1 Holiday: New Year's Day
- 3 Holiday: New Year's Day Holiday Observed
- 4-5 Winter Break Non-Attendance Days
- 6 School Resumes
- 17 Holiday: Dr. Martin Luther King, Jr. Observed

February 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

- 3 Bring Your Parent to School Day
- 18 Building Institute - No Student Attendance
- 21 Holiday: Presidents' Day

March 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 7 Holiday: Casimir Pulaski Observed
- 11 End of 3rd Quarter
- 17 Parent-Teacher Conferences, 6-8 pm
- 18 Early Release
- 21-25 Spring Break
- 28 School Resumes

April 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 5-6 State Accountability Testing (tentative)
- 15 Non-Attendance Day
- 19 Makeup State Testing (tentative)

May 2022						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 2-13 Advanced Placement Testing
- 2-17 International Baccalaureate Exams
- TBD PTHS Graduation
- 30 Holiday: Memorial Day

June 2022						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 1 End of Semester 2
- 2-8 Possible Emergency Days

### Count of Days

- 82 Semester 1 Attendance Days
- 3 Semester 1 Institute Days
- 94 Semester 2 Attendance Days
- 1 Semester 2 Institute Days
- 5 Emergency Days
- 185 Total Days

### Calendar Legend

- School Starts
- School Ends without emergency days
- Institute Day - no student attendance
- Non-Attendance Day
- Holiday
- Quarter/Semester Ends
- Parent Teacher Conferences
- Early Release
- Back to School Night
- Bring Your Parent to School Day
- Possible Emergency Day

Approved by PTHS BOE on February 9, 2021



## Bell Schedules, 2021-2022

### Proviso West High School Bell Schedules, 2021-2022

	Regular	1/2 Day	Early Release
1 (FLEX)	8:00 - 8:50	8:00 - 8:45	8:00 - 8:40
2	8:55 - 9:45	8:50 - 9:35	8:45 - 9:25
3	9:50 - 10:40	9:40 - 10:25	9:30 - 10:10
4	10:45 - 11:35		10:15 - 10:55
5	11:40 - 12:30		11:00 - 11:40
6	12:35 - 1:25		11:45 - 12:25
7	1:30 - 2:20		12:30 - 1:10
8	2:25 - 3:15	10:30 - 11:15	1:15 - 1:55

### FLEX PERIOD ACTIVITIES (First Period of Each Day)

Collaborative Team Meetings for Staff  
(Students begin Period 2)

Monday

Extended Learning Opportunities for Students (ELOS)

Tuesday, Wednesday, & Thursday

Staff Meetings (Students begin Period 2)

1st Friday of Month

Staff Activities (Students begin Period 2)

Other Fridays of Month

### Proviso West Mathematics and Science Academy Bell Schedules, 2021-2022

	Regular	1st Attendance Day of Week	1/2 Day	Early Release
1	8:00 - 8:50	8:40 - 9:25	8:00 - 8:45	8:00 - 8:40
2	8:55 - 9:45	9:30 - 10:15	8:50 - 9:35	8:45 - 9:25
3	9:50 - 10:40	10:20 - 11:05		9:30 - 10:10
4	10:45 - 11:35	11:10 - 11:55		10:15 - 10:55
5	11:40 - 12:30	12:00 - 12:45		11:00 - 11:40
6	12:35 - 1:25	12:50 - 1:35		11:45 - 12:25
7	1:30 - 2:20	1:40 - 2:25	9:40 - 10:25	12:30 - 1:10
8	2:25 - 3:15	2:30 - 3:15	10:30 - 11:15	1:15 - 1:55

Collaborative Team Meetings for Staff (8:00 a.m. - 8:35 a.m.)  
(Period 1 begins at 8:40 a.m.)

1st Student Attendance Day of Each Week

Half-Day Schedule for PWMSA

Follow Proviso West Half-Day Bell Schedule

First Semester	
New Teacher Orientation	August 16 & 17, 2021
Institute Days (No Student Attendance)	August 18 & 19, 2021
Freshman/Sophomore Orientation	August 20, 2021
First Day of Classes	August 23, 2021
Labor Day	September 6, 2021
Back to School Night	September 9, 2021
Bring Your Parent to School Day	September 30, 2021
Columbus Day	October 11, 2021
Report Card Pickup/Parent-Teacher Conferences	October 21, 2021 1:00 – 3:00 PM & 6:00 – 8:00 PM
Veterans Day	November 11, 2021
Thanksgiving Break	November 24, 2021 – November 26, 2021
Winter Recess	December 23, 2021 – January 5, 2022
Second Semester	
First Day 2 <sup>nd</sup> Semester	January 6, 2022
Martin Luther King Jr. Birthday	January 17, 2022
Bring Your Parent to School Day	February 3, 2022
Institute Day (No Student Attendance)	February 18, 2022
Presidents' Day	February 21, 2022
Casimir Pulaski Day	March 7, 2022
Report Card Pickup/Parent Conferences	March 17, 2022
Spring Break	March 21, 2022 – March 25, 2022
Non-Attendance Day	April 15, 2022
Memorial Day	May 30, 2022
Last Day of School	June 1, 2022



## Introductory Information & General Notices

### Continued Student Enrollment Expectations

Enrollment at Proviso West High School brings with it high expectations regarding academic performance, attendance, and discipline.

Students are expected to follow the discipline code, maintain regular attendance, and maintain strong academic standing. Strong academic standing is defined as maintaining a 2.0 GPA or "C" average with no disciplinary infractions and no unexcused absences/tardies.

Student progress in meeting these expectations will be evaluated on an ongoing basis. Every staff member is committed to helping students succeed in our learning community. Students should be in regular contact with their

teachers, counselor, or other staff members to assist them with these responsibilities. The effort and determination students commit will make a difference.

### **Loss of Privileges**

Failure to maintain strong academic standing and/or have repeated disciplinary infractions and/or attendance concerns will result in loss of student privileges. Loss of student privileges may include, but is not limited to, loss of participation in student activities, school functions, including school dances, and/or school ceremonies.

### **Student Identification (ID) Card System**

Each student will be issued a student identification card (ID). The ID is the sole property of the school and must be worn at all times. **All students must wear IDs on a lanyard around the student's neck, and visible at all times during the school day.**

All IDs will be checked upon entering the building and the cafeteria. It may also be used to enter athletic contests and certain student activities.

Students must surrender their ID to any adult requesting it. Failure to do so will result in a disciplinary referral. If a student forgets to bring his/her ID, one may be purchased from the ID Center for five (\$5) dollars and lanyards at a cost of two (\$2) dollars. Students should note the following:

- ID must be displayed upon entrance into the building
- ID must be visibly worn at all times while in the school building and remain on all day
- ID shall not be altered in any way

### **Locks and Lockers**

Hall lockers are assigned the first day of school. The locker is to be used only by the student to whom it is assigned. Students sharing lockers will receive disciplinary consequences.

Lockers are the property of District 209 and can be inspected at any time. It is expected that only the books and personal items of the student to whom it is assigned will be found therein.

To open the locker, these instructions must be followed precisely:

*Using the combination provided set the locker to zero (0). Turn right until you reach the first number of your combination. Stop and then turn left toward the second number, passing it slowly the first time and then stopping exactly on it the second time. Now turn right to reach the third number, being careful not to pass it. If you've been careful, the locker handle should lift and the door will open. If not, carefully repeat these instructions. When you close your locker, be sure to spin the combination dial to set the lock.*

### **Elevators**

Students are prohibited from using elevators except in cases where the school nurse, for medical reasons, has issued an elevator pass. When it is necessary for another student to assist a student carrying a medical elevator pass, only one additional student is permitted to ride the elevator to assist.

Students riding the elevator without permission from an authorized staff member will receive consequences in accordance with the discipline code.

### **Passing Periods**

Passing periods at Proviso West are five (5) minutes in duration. Students are expected to move to their next class as soon as possible. Standing or sitting in the hallways during passing periods is prohibited.

Students must follow all rules as indicated in the Student Code of Conduct, including maintaining appropriate levels of volume when in the hallways.

Students scheduled for lunch must report to the student cafeteria by the tardy bell.

### **Closed Campus Policy**

All schools in Proviso Township High Schools District 209 have a closed campus policy. Students are not to leave the building once they arrive until the end of the day without first receiving permission to do so from an authorized person (see attendance).

### **Outside Food/Beverages**

Students are not permitted to bring any liquid through the security checkpoint that is not in a factory sealed and unopened container. Liquid in lidded cups, including coffee and soft drinks from restaurants and convenience stores are prohibited. Open beverage containers will be confiscated and discarded. Liquids reasonably considered to be a food item, such as soup will be permitted at the discretion of school personnel.

Food and factory sealed drinks must be stored in the student's locker until his/her breakfast/lunch period.

### **Delivery of Food/Beverages**

No food or beverages may be delivered to students. This includes food/beverages delivered by parents, restaurants, or delivery services. Such deliveries will be refused and the District will not be responsible for the cost.

### **Delivering Messages and Calling Students from Classes**

Messages can only be delivered to students in cases of emergencies. Requests must only be made by parents or legal guardians. We will not deliver supplies, lunch, or materials to students.

### **Lost and Found**

The "Lost and Found" office is located in the Attendance Center. The school is not responsible for lost, stolen, or missing items. Lost items should be reported to the security manager. If you find that someone has taken something from you, complete an incident report. Be sure to provide all information requested on the form, and then discuss the matter with administration. If you see someone with your property, do not attempt to retrieve it. If you do not know the person's name, try to find out what room he/she is in or reports to, then notify security or administration.

### **Visitors**

All visitors, including parents and siblings, are required to enter through the Visitors' Entrance and proceed immediately to the Welcome Desk.

Safety of our students is our highest priority. District 209 utilizes the RAPTOR security system, which provides a consistent system to track visitors and volunteers while keeping away people who present a danger to students and staff members. The system quickly prints visitor badges that include a photo, the name of the visitor, time, and date.

The RAPTOR visitor registration system reads visitor drivers' licenses, comparing information to a sex offender database, alerting building administrators if a match is found, then (assuming no match was made) printing a visitor badge that includes a photo.

RAPTOR compares drivers' license information to a database that consists of registered sex offenders from all 50 states. RAPTOR only scans the visitor's name, date of birth, and photo for comparison with a national database of registered sex offenders. Additional visitor data is not gathered and no data is shared with any outside company or organization.

All parents/guardians attempting to gain access to the school/facility are required to present a valid driver's license from any state, an official state photo identification card from any state and many countries, or military identification card for scanning. Parents/guardians refusing to produce such ID may be asked to remain at the security desk or leave the school/site as their identity cannot be verified.

#### **Procedures:**

1. Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting.
2. A designated staff member will scan the visitor's identification and issue a badge on a visitor's lanyard with the visitor's destination if there is no alert indicated on the database. The identification card will immediately be returned to the visitor when the badge is handed to them.
3. Visitors are required to provide a credential exchange such as leaving their car keys. This will ensure that they check out and return the lanyard prior to leaving the building.
4. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner.
5. The visitor is required to return to the security desk to check out when they are leaving the building and retrieve their credentials. The visitor will be instructed to give the badge back to designated security personnel to check them out of the system. Once the visitor has been signed out of the system, the badge will be torn thoroughly so it cannot be reused.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

Parents may secure permission to tour the building on any day that school is in session, except on days designated as "No Class Interruption."

Parents wishing to visit their son's or daughter's classes must secure permission from school administration.

District 209 reserves the right to terminate visitation promptly and/or revoke visitation privileges of visitors and guest privileges of students for failure to comply with the above regulations.

### **English Learner Parent Involvement**

Parents/guardians of English Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in and information about the District's English Learners programs.

### **Title I Parental Involvement**

The District maintains programs, activities, and procedures for the involvement of parents/guardians of students receiving services, or enrolled in programs, under Title I. These programs, activities, and procedures are described in District-level and School-level compacts.

### **District-Level Parental Involvement Compact**

The Superintendent or designee shall develop a District-Level Parental Involvement Compact according to Title I requirements. The District-Level Parental Involvement Compact shall contain: (1) the District's expectations for parental involvement, (2) specific strategies for effective parent/guardian involvement activities to improve student academic achievement and school performance, and (3) other provisions as required by federal law. The Superintendent or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

### **School-Level Parental Involvement Compact**

Each Building Principal or designee shall develop a School-Level Parental Involvement Compact according to Title I requirements. This School-Level Parental Involvement Compact shall contain: (1) a process for continually involving parents/guardians in its development and implementation, (2) how parents/guardians, the entire school staff, and students share the responsibility for improved student academic achievement, (3) the means by which the school and parents/guardians build and develop a partnership to help children achieve the State's high standards, and (4) other provisions as required by federal law. Each Building Principal or designee shall ensure that the Compact is distributed to parents/guardians of students receiving services, or enrolled in programs, under Title I.

### **Equal Opportunity and Sex Equity**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, 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.

Inquiries regarding possible sex discrimination shall be directed to the Non-Discrimination Coordinator. The Coordinator may be contacted by calling the Principal. The Coordination shall be available to provide assistance to the Grievant as needed in preparation and processing of the grievance in the appeal of decisions.

The Grievant is entitled to confidentiality, and shall not be subjected to harassment or retaliation as a result of having filed a grievance or appealed a decision.

### **Sex Education Instruction**

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent/guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene, or traditional courses in biology. Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

### **Animals on School Property**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the Building Principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

### **School Volunteers**

All school volunteers must apply online as a volunteer and print out the application. One must also complete the waiver for volunteering; this must be submitted to the Human Resources Office. In addition to applying online and the waiver form, one must fill out the "Acknowledgment of Voluntary Participation Form" and be approved by the Building Principal prior to assisting at the school. Forms are available in the main office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision with approval from administration. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the Building Principal.

Volunteers are required to check in and out at the security desk at the main entrance and receive a visitor badge before going to their destination.

### **Emergency School Closings**

In the event of emergency closings, as well as inclement weather during the school year, information concerning the operation of the school will be given to the Emergency Closing Center (ECC) as early as possible. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. You can check the status of your facility in the following ways:

- Go to the website at [www.emergencyclosingcenter.com](http://www.emergencyclosingcenter.com) and search for the facility by typing the name and city or by the main phone number of the facility.
- Call 847-238-1234 from a touch-tone phone and enter the main phone number of the facility.
- Receive an e-mail notification of a change made to your facility by signing up at:

**[www.emergencyclosingcenter.com](http://www.emergencyclosingcenter.com)**

- Listen to WGN Radio 720-AM, WBBM Radio 780-AM or watch CBS Ch. 2, NBC Ch. 5, ABC Ch. 7, FOX 32, WGN-TV or CLTV cable for closing information.
- Notice also will be posted on the District 209 website ([www.pths209.org](http://www.pths209.org)), Facebook ([www.facebook.com/pthsd209](http://www.facebook.com/pthsd209)), and Twitter ([www.twitter.com/pthsd209](http://www.twitter.com/pthsd209)).

\*In the event of a school closing we will attempt to make an all-call; therefore, please make sure that we always have a current telephone number. We will also attempt to send an email blast. In order to ensure you receive these messages, please make sure that the school has your correct email address.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, all after-school functions are automatically canceled.

### **Video & Audio Monitoring Systems**

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

### **Accommodating Individuals with Disabilities**

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the Superintendent or Building Principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

### **Students with Food Allergies**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.



If your student has a life-threatening allergy or life-threatening chronic illness, please notify the Building Principal at 708-449-6400.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

### **Care of Students with Diabetes**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school nurse. Parents/guardians are responsible for and must:

- Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- Sign the Diabetes Care Plan.
- Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the school nurse at 708-202-6205.



## **Academic Procedures, Promotion & Graduation**

### **Homework**

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability, and grade level.

Homework is an important component of success for all high school students. Therefore, the following standards are established:

- Students of Proviso West High School are expected to read, study, and do their homework every day. Students should dedicate a minimum of fifteen hours per week.
- Parents are expected to provide an appropriate place to study and monitor their children to ensure that students sit down to study and complete their homework.
- Parents are encouraged to check the PowerSchool website so that they may stay informed about their children's grades and attendance daily.
- Teachers are expected to provide adequate homework and written directions for students to be successful with their homework.
- The Administration and School Board are expected to provide adequate resources to further enable students, teachers, and parents to carry out this homework policy.

## **Graduation Requirements**

<b>Curriculum</b>	<b>Graduation Requirement</b>	<b>Courses</b>
English	4	4 Courses
Mathematics	3	Algebra I or Integrated Math I, Geometry or Integrated Math II, & Math Elective
Science	3	Biology, Chemistry & Science Elective
Social Studies	3	World Civilizations, US History, African-American History
Applied Tech, Fine Arts, or World Languages	1	Applied Sciences, Fine Arts, or World Language Elective
Consumer Education	0.5	Consumer Education
Health	0.5	Health
Physical Education or NJROTC	0.5 – 3.5	PE Waiver is required during any semester a student is not enrolled in PE, Health, Driver's Ed. or NJROTC
Electives	2.5 – 5.5	Will Include 0.5 credits in PE for each semester a PE Waiver is not used – for up to 3.5 credits in PE.
Total Credits Required	22	
Community Service	40 Hours	10 Hours per Year

## **Driver's Education**

The classroom component of Driver's Education is currently a one-semester credited course. To participate, students must have passed a minimum of eight (8) courses during the previous two (2) semesters prior to enrolling in a driver education course and be classified as a sophomore. To participate in the Behind the Wheel (BTW) portion of the course, students must have the required permit from the State of Illinois, which requires a Social Security card. Applications for this card are available at the Social Security office.

## **Academic Honesty**

The primary focus of Proviso West High School is learning. The most meaningful learning comes about as a result of a serious approach of the subject by students, the motivation to achieve, and the quest to fulfill one's dreams. Cheating or plagiarism undermines learning. It is an attempt to gain an unfair advantage. It always involves the loss of academic integrity and inhibits the student's opportunity to really learn.

Plagiarism is presenting someone else's ideas and words as your own without giving credit. Plagiarism is both cheating and stealing. When your teacher detects plagiarisms or cheating in your work, you risk failing the assignment and perhaps the marking period.

Plagiarism is often unintentional. Students frequently do not understand that if they use a source's ideas, they must cite the source, even if they are not using the exact words of a direct quotation. It makes no sense to plagiarize someone else's work. The penalties are severe when you are caught. If you are in doubt whether information needs to be cited, check with your teacher or cite it.

## **Final Examination Policy**

Final examinations shall be given in all courses granting academic credit. Final examinations shall be included in the calculation of each student's final course grade and are a course requirement. A student who, by unauthorized absence, fails to take the final examination as scheduled shall receive a zero for the final examination and will be included in computing the semester average and final grade of the student. The final examination will constitute 20 percent of the final semester grade.

Students who receive an incomplete grade for the final examination due to an authorized absence may make up the examination in accordance with the conditions established by the teacher. The final examination will be calculated into the final semester grade as stated above.

## **Curricular Beliefs & Constructs**

- Meaning is constructed, not prescribed.
- Data are the fundamental building blocks of information.
- The ability to access, manage, integrate, evaluate, and create information is knowledge.
- Wisdom is the ability to effectively apply knowledge across multiple diverse contexts.
- Inquiry is a fundamental way of interacting with and learning about the world in which we live; while there are many models for inquiry, several key tenets represent a common core of ideas. These include:
  - Study is driven, in large part, by the questions of the learner. These questions then, in turn, define a problem that is both important and interesting to the learner.
  - The teacher's role is as a facilitator rather than a lecturer. This is a matter of degree, in that true extremes rarely exist. What is important is that more often than not, students are responsible for monitoring and guiding their learning.
  - Teaching materials and time are resources rather than drivers of the learning experience.
  - Communication with others before, during and after the experience is critical to cognitive development.
  - Reflecting upon the learning is important to the development of lasting cognitive impact. With reflection, there is a significantly greater likelihood that misconceptions are appropriately modified and that new learning is stimulated.
- Learning experiences are aligned with the Illinois Learning Standards and informed by the content and skill standards from national and professional organizations. Assessment tools and strategies are aligned with the Illinois Performance Descriptors and driven by best practices.
- Disciplines represent specific schools of thought whose integrity must be maintained; integration occurs horizontally across disciplines and vertically within a discipline.
- Core literacy that are embedded throughout all learning experiences include:
  - Basic-mathematics, written language, and spoken language
  - Scientific
  - Visual
  - Technological
  - Informational
  - Multicultural
  - Global Awareness

All learning experiences must be designed to address the diversity of learning needs of the students.

Learning experiences will include both project-based and problem-based approaches.



## **Credit for Alternative Courses and Programs, and Course Substitutions**

### **Correspondence Courses**

A student enrolled in a correspondence course may receive high school credit for work completed, provided:

1. The course is given by an institution accredited by AdvancED;
2. The student is a fourth- or fifth-year senior;
3. The student assumes responsibility for all fees; and
4. The Building Principal approves the course in advance.

### **Distance Learning Courses, Including Virtual or Online Courses**

A student enrolled in a distance learning course, including a virtual or online course, may receive high school credit for work completed, provided:

1. The course is offered by an institution approved by the Superintendent or designee;
2. The course is not offered at the student's high school;
3. The student assumes responsibility for all fees (including tuition and textbooks); and
4. The Building Principal approves the course in advance.

Students may be limited as to the number of distance learning courses that apply toward high school credit. Grades earned in approved distance learning courses count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities. The District may pay the fee for expelled students who are permitted to take virtual or online courses in alternative settings.

### **Accelerated Placement**

The District provides an Accelerated Placement Program (APP), with the goal of providing educational programs with opportunities for students to develop to their maximum potential. The APP provides the option for students to accelerate in a single subject or grade-level acceleration and is open to all students who demonstrate high ability and may benefit from accelerated placement.

### **Exchange Programs**

An exchange student will be granted a diploma if he or she completes the criteria for graduation established by the State of Illinois and the Board of Education. The Board of Education may grant a certificate of attendance to exchange students.

District students will receive high school credit for foreign exchange courses that meet the criteria established in the curriculum and that are approved by the Building Principal. International study course work not meeting District requirements may be placed in the student's permanent record and recorded as an international study experience.

### **Summer School and Independent Study**

A student will receive high school credit for successfully completing a summer school course, provided:

1. The course is offered by an institution accredited by AdvancED, District 209, or otherwise approved by the Superintendent or designee;
2. If the course is offered by District 209, the course must be taken at District 209 unless enrollment, attendance, and completion of the course for credit is approved in advance of the coursework being commenced by the Superintendent or his/her designee;
3. If the course is not offered by District 209, the enrollment, attendance, and completion of the course for credit must be approved in advance of the coursework being commenced by the Superintendent or his/her designee;
4. The student assumes responsibility for all fees (including tuition and textbooks); and
5. The student's high school's Building Principal approves the course in advance.

A student will receive high school credit for successfully completing an independent study in a curriculum area not offered by the District, provided:

1. The student obtains the consent of a supervising teacher; and
2. The student obtains the consent of the Building Principal.

### **College Courses**

A student who successfully completes community college courses may receive high school credit, provided:

1. The student is a senior in good academic standing;
2. The course is not offered in the high school curriculum;
3. The course is approved in advance by the student's guidance counselor and the High School Principal; and
4. The student assumes responsibility for all fees.

### **Dual Credit Courses**

A student who successfully completes a dual credit course may receive credit at both the college and high school level.

### **Foreign Language Courses**

A student will receive high school credit by studying a foreign language in an approved ethnic school program, provided such program meets the minimum standards established by the State Board of Education.

The amount of credit will be based on foreign language proficiency achieved. The Building Principal may require a student seeking foreign language credit to successfully complete a foreign language proficiency examination.

## **Military Service**

The Board may accept military service experience as credit toward graduation, provided the student making the request has a recommendation from the U.S. Commission of Accreditation of Service Experiences. The student seeking credit shall supply any documents or transcripts necessary to support the request.

## **Volunteer Service Credit Program**

A student may earn high school credit through community service activities. The Superintendent shall implement the volunteer service credit program to ensure student enrichment, educational growth, and personal welfare. Students shall receive the amount of credit given for the completion of one semester of language arts, math, science, or social studies.

## **Youth Apprenticeship Vocational Education Program (Tech Prep)**

Students participating in the Youth Apprenticeship Vocational Education Program (Tech Prep) may earn credit toward graduation for work-related training received at manufacturing facilities or agencies.

## **Vocational Academy**

Students enrolled in the Vocational Academy earn credit toward graduation as provided in the Academy's design.

## **Substitutions for Physical Education**

A student in grades 9-12, unless otherwise stated, may submit a written request to the Building Principal to be excused from physical education courses for the reasons stated below. The Superintendent or designee shall maintain records showing that the criteria set forth in this policy were applied to the student's individual circumstances.

1. Enrollment in a Reserve Officer Training Corps (ROTC) program sponsored by the District;
2. A student requiring adapted physical education must receive that service in accordance with the student's Individualized Educational Program/Plan (IEP).
3. A student who is eligible for special education may be excused from physical education courses when
  - a. He or she is in grades 9-12, and his or her IEP requires that special education support and services be provided during physical education time, and the student's parent/guardian agrees or the IEP team makes the determination;
  - b. He or she has an IEP and is participating in an adaptive athletic program outside of the school setting, and the parent/guardian documents the student's participation as required by the Superintendent or designee
  - c. A student may be exempted from some or all physical activities when an appropriate written excuse is submitted to the school by parent(s)/guardian(s) and/or certified by a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. Alternative activities and/or units of instruction will be provided for students whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in a physical education course.
4. Enrollment in a marching band program for credit.
5. Ongoing participation in an interscholastic athletic program (student must be in 11th or 12th grade).
  6. Enrollment in academic classes that are required for admission to an institution of higher learning (student must be in 11th or 12th grade).
  7. Enrollment in academic classes that required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate (student must be in 11th or 12th grade).



## **Attendance**

### **Attendance**

Illinois law requires that whoever has custody or control of any child between 6 (by September 1) and 17 years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in

session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

### **Residency**

Only students who are residents of the District may attend a District school except as provided below or in state law. A student's residence is the same as the person who has legal custody of the student. It is the responsibility of school administration to initiate and follow through with student residency investigations.

### **Conditions of Entry**

- 1) Evidence that a student's residency is established within the District shall be presented at the time of registration. Such evidence shall include documents showing where the student attended school during the previous year and, in addition, may include any of the following:
  - Tax bill
  - Utility bill
  - Lease
  - Deed, Torrens certificate, Title insurance policy
  - Installment contract for a deed
- 2) If a student does not live with both parents, evidence shall be submitted at the time of registration showing that he/she resides with a parent/guardian having legal custody of him/her, with his/her legal guardian, or with another adult parent.
- 3) Students who move out of the district during the school year may complete the school term if they notify the Building Principal or the Assistant Principal of the new address.
- 4) A student living outside of the school district must pay tuition.

### **Challenging a Student's Residence Status**

If the Superintendent or designee determines that a non-resident student is attending a District school, he or she on behalf of the Board shall notify the person who enrolled the student of the tuition amount that is due and immediately begin proceedings to ban the student from future attendance. The notice shall be given by certified mail, return receipt requested. The person who enrolled the student may challenge this determination and request a hearing as provided by The School Code, 105 ILCS 5/10-20.12b.

### **Attendance Boundaries**

The Proviso West area contains elementary districts 87 (Berkeley), 88 (Broadview), 92.5 (Westchester), and 93 (Hillside). This includes portions of Stone Park and Northlake as well as most of Bellwood.

To confirm whether you live in the Proviso West attendance area, please contact the school office at 708-449-6400 for more information.

### **Attendance Policies and Procedures**

The Board of Education expects that students will be in attendance every day. The Proviso Township High Schools are committed to working together with parents/guardians to improve student attendance and to prepare students for the world of work, college and careers. Regular school attendance and prompt arrival to class are critical in a student's achievement and success in school. Parents/guardians and students are reminded that Article 26, Section 1, of the School Code of Illinois, requires that all children between the ages of six (6) and seventeen (17) attend school. It is the responsibility of parents/guardians to ensure their child attends classes regularly.

In order to maximize instructional time, Proviso West High School students are expected to arrive promptly to all classes. Any arrival after the beginning time of class will be counted as an unauthorized tardy except those involving very serious problems or administrative excused passes. Tardiness is unacceptable because it disrupts class, damages the moral of students who are on time, reflects a negative attitude toward school, and creates disorder in the halls. Oversleeping, family errands, babysitting, missing the bus, or car trouble are not acceptable reasons.

Students attend Proviso West High School to learn and to become well-adjusted and productive members of society. We at Proviso West have high expectations for moral and ethical behavior and this should be reflected in students'

attendance practices. Authorized and unauthorized absences will be counted equally as time missed in class. Students may make up missed work for credit for authorized absence.

### **Attendance Line: Reporting and Absence**

**PWHS Attendance Line  
708-202-6301 (English) or  
708-202-6302 (Español)**

Parents/guardians should be ready to clearly and slowly provide the following information when calling:

- Student's name and ID number
- Date(s) of absence
- Reason(s) for absence
- Parent/guardian's name, and relationship
- A daytime phone number where the parent/guardian can be reached

***Calls should be received within 24 hours of the absence***

*Note: When reporting absences, only calls from parents or legal guardians are acceptable. If a parent/legal guardian will be out of town, prior written documentation must be turned into the Attendance Office to approve a student absence.*

*\*Any parent/guardian appealing the categorization of a student absence must fill out an Attendance Appeal Form, which can be obtained and submitted in the Main Office at Proviso West High School. Appeal forms will be reviewed and decided upon by Proviso West High School administration.*

When a student will be absent, his or her parent/guardian must call the Attendance Line on the day of the absence or obtain approval before the absence in order for the absence to be authorized. All unreported absences are considered unexcused absences. Failure to call on the day of the absence or obtain prior approval may result in a permanent indication of unexcused absence and student disciplinary action in accordance with District 209 attendance procedure will be followed. Parents/guardians are responsible for reporting all-day absences, late check-ins, early releases, family trips, or other attendance information. The absence must be reported by telephone. Notes or emails will not be accepted.

If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official may call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student may be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

### **Parent/Guardian Expectations & Responsibilities**

Parents/guardians have a major responsibility for seeing that their students attend school on a regular basis. Proviso Township High Schools are committed to forming a partnership with parents/guardians to improve student attendance and to prepare students for the world of work, college, and careers. In forming collaborative partnerships with the school, parents/guardians can promote the positive practice of responsibility and reliability in his/her student. Parents/guardians and students are reminded that Article 26, Section 1, of the School Code of Illinois, requires that all children between the ages of six (6) and seventeen (17) attend school. It is the responsibility of parents/guardians to ensure their child attends classes regularly. Parents/guardians are asked to cooperate to the fullest in seeing to it that their child attends class daily.

### **Arriving at School on Time**

It is recommended that students arrive to school early, with enough time to go to their lockers and report to their classroom on time. It is important that students leave home early enough to account for unforeseen delays, as it may take extra time to get to school. Traffic delays, trains, oversleeping, car trouble, missing the bus, and inclement weather are not valid reasons for being late to school.

### **Truancy**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5 percent (9 days) or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Reporting to officials under the Juvenile Court Act Referral to the State's Attorney appropriate school discipline
- A parent/guardian who knowingly and willfully permits a child to be truant is in violation of State law.

#### **Truancy – Parent Liability (105 ILCS 5/26-10)**

*Any person having custody or control of a child...to whom notice has been given of the child's truancy and who knowingly and willfully permits such a child to persist in his truancy within that school year, upon conviction thereof shall be guilty of a Class C Misdemeanor and shall be subject to not more than 30 days imprisonment and/or a fine of up to \$500.*

If a student is found to be truant, it may be required by Proviso Township High Schools for the parent/guardian of the student to accompany the student back to the school for re-admittance. Failure to do so may result in discipline. Truancy tickets may also be issued by the local authorities.

#### **Truancy – General Liability (105 ILCS 5/26-11)**

*Any person who induces or attempts to induce any child to be absent from school unlawfully, or who knowingly employs or harbors, while school is in session, any child absent unlawfully from school for three (3) consecutive school days, is guilty of a Class C Misdemeanor.*

#### **Student Absences**

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Building Principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the Building Principal or his/her designee.

The school may require documentation explaining the reason for the student's absence.

#### **Definitions – Attendance**

**Unexcused Absence** - Absent from school for reasons not recognized as excusable absences. In order to comply with School Code, District 209 reserves the right to determine if an absence is without valid cause. The following reasons are examples of absences without valid cause, thereby resulting in an unexcused status. This list is not to be considered all-inclusive:

- Family vacations/planned events
- Oversleeping
- Car trouble
- Missing the bus
- Missing one class to study for another or make-up test and quizzes
- Shopping
- Extending Prom Weekend
- Birthdays
- Job interview
- Beauty appointments (Dances)
- Ditch Days
- Babysitting

**Excused/Authorized Absence** - Any absence that can be considered a "valid cause" for absence. The following are or could be considered reasons for authorized absences:

- College Visits – Juniors and seniors are allowed two (2) days per year pre-approved by an administrator.
- Military Service
- Attending a military honors funeral to sound TAPS
- Civic Responsibility
- Doctor/Dentist Visits
- Required Religious Observances
- Court Appointment or Documented Incarceration
- In-School or Out-of-School Suspensions
- Sent Home by the School Nurse – That day only
- Driver's License Exam – Verification required



- Funerals – Up to seven (7) calendar days from the date of death upon proper documentation from the funeral director for the following: father, mother, sister, brother, child, grandparent, guardian, or any other relative who at the time of death was responsible for the student.
- Doctor’s Care – A doctor’s note, subject to administrative discretion, specifying the days of absence is required upon re-admittance. The doctor’s note must be for the student only and presented within five (5) days upon return.
- Other Special Circumstances – Any request made by the parent, guardian, or emancipated minor will be reviewed.

*\*It is a student’s responsibility to be prompt and attend class regularly. If a parent/guardian does not call on the date of the absence, the absence will be unauthorized.*

**Truant** - A "truant" is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day.

**Unexcused/ Unauthorized Tardy** - A student is tardy when he/she is not in the assigned seat or work area at the start of the tardy bell and does not have appropriate authorization excusing the tardy.

**Unexcused Period Absence/ Class Cut** - Absent from any one class for reasons not recognized as an excusable absence.

### **School Truancy – All-Day Truancy**

Students who are not in class consistently seriously jeopardize their chances for success. Truancy is very serious. Since truancy is an action chosen by the student and not an action taken by the school, make-up work will not be allowed.

### **Ditch Day**

District 209 does not support any ditch days, including “senior ditch day.” When larger numbers of students miss school, it negatively impacts the educational process in the building. Students who participate in a “ditch day” will be considered truant and issued disciplinary consequences accordingly. Medical documentation may be requested to authorize any absence.

### **Parent/Guardian Notification of Unexcused Absences**

Parents will receive notification of unexcused student absences via the automated calling system. Unless otherwise requested, phone messages will be made to the primary phone number listed in PowerSchool.

### **Absence on Day of a School Activity**

Students who are absent from school for any reason are not permitted to participate in extracurricular activities or other school sponsored events on the day of absence from school, unless they have prior permission from school administration.

### **Leaving the Building During the School Day**

*Closed Campus* - All schools in Proviso Township High Schools District 209 have a closed campus policy. Students are to remain in their assigned buildings and on the school’s grounds continuously from the time of reporting to the time of departure for the day, unless permission to leave is granted by an authorized person. Any student violating this rule shall be subject to disciplinary action. (See “*Leaving School Early – Early Dismissal*” for early dismissal procedures).

### **Arriving Late to School**

In order to maximize instructional time, students are expected to arrive promptly to school. Consistent tardiness will result in a parent/guardian conference and/or other disciplinary actions. Tardiness is unacceptable because it disrupts the educational process, damages the morale of students who are on time, reflects a negative attitude toward school, and creates disorder in the halls. It is critical that students arrive at school on time.

If a student arrives late to school, it is the responsibility of the parent/guardian to inform the Attendance Office prior to the student’s arrival. In the event a phone call cannot be made prior to the student’s arrival, the Attendance Office must receive a call from the parent/guardian within 24 hours of the time of the late arrival. Any missed time will be considered unexcused if a parent/guardian does not call with a valid reason for the late arrival.

The following reasons as examples for arriving late will not constitute an authorized tardy. Students who arrive late due to the following reasons will be considered unexcused, resulting in an unauthorized tardy or absence:

- Oversleeping
- Family errands
- Car trouble

- Missing the bus
- Babysitting
- Inclement weather

*\*The above list is not to be considered all-inclusive. Efforts should be made to schedule medical/dental appointments outside of school hours.*

### **Leaving School Early: Early Dismissal**

To obtain an Early Dismissal, a parent/guardian call is required in the Attendance Office prior to the time of the student's departure. Parents must call the Attendance Office to explain the need for the student to have an authorized early absence. The Attendance Office will determine whether or not it is to be authorized. Early dismissals will only be categorized as authorized if the reason for absence is consistent with the definition of an "excused absence" as defined in this procedure.

*\*Efforts should be made to schedule medical/dental appointments outside of school hours.*

The following procedures must be followed in order to avoid attendance consequences:

1. Parents must report to the attendance office and show an ID when picking up their student.
2. An authorized early slip will be written and given to the student.
3. Students must present the authorized early slip to the classroom teacher when it is time to leave.
4. Prior to leaving the building, the student must present the slip to the Main Office.
5. The student will carry a duplicate slip to show permission to leave the building.
6. On the following day, the student must show the duplicate authorized slip to teachers of all classes missed the previous day.
7. Early dismissal will not be granted after 2:30 p.m.

*\*Failure to follow the required procedures will result in the absence being considered unauthorized.*

*\*For safety and security reasons, the prior written or oral consent of a student's custodial parent/guardian is required before a student is released from school (1) at any time other than the regular dismissal times, or other times when a school is officially closed, and/or (2) to any person other than the custodial parent/ guardian.*

### **Illness During School Day: Going Home Sick**

If a student feels ill during the school day, that student must obtain a pass from his/her teacher and then meet with the school nurse. The nurse will determine if it is required that the student be sent home due to illness.

If it is determined that the student will go home, the nurse will contact the parent/guardian. The parent/guardian and the nurse will determine how the student will be transported home. The student must report to the Attendance Office prior to leaving.

All class absences on that date after a student is sent home due to illness will be considered authorized absences.

*\*Students who fail to follow this procedure will be subject to disciplinary consequences. All subsequent class absences after the student leaves the building for the day will be considered unauthorized.*

### **Returning to School Following Absence(s)**

If parents/guardians have reported the absence to the Attendance Office, students should proceed directly to class upon their return to school following an absence. In cases when a student is absent for more than three (3) consecutive days due to medical reasons, a doctor's note is required. The student must submit the doctor's notes to the Attendance Office upon return.

### **Obtaining Homework/ Make-up Work Privileges**

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student is responsible for obtaining assignments from his/her teachers.

It is the student's responsibility to schedule, with the teacher, the taking of tests and/or quizzes.

The following procedures should be followed for obtaining makeup work:

**If excused tardy:** It is always the responsibility of the student to obtain all missed work and assignments due to an excused tardy. Assignments must be obtained on the same school day when tardy to class. In cases where a student is not present for in-class activities, make-up work will be assigned during a time arranged by the teacher and communicated to the student. It is the student's responsibility to schedule, with the teacher, the taking of tests/quizzes.

If absent for valid cause:

- One (1) to three (3) days: Teachers may be contacted by phone or e-mail. Contact information is accessible through PowerSchool and on District 209's website. It is the student's responsibility to contact each individual teacher about their make-up assignments on the day he/she returns to school. The student must see the teacher on the first school day back from an absence.
- More than three (3) days: Homework assignments may be requested from the Counselor's Office by phone or e-mail. Counselors will contact teachers and place requests for work within 24 hours. Student and parent/guardian must allow 24 hours to obtain assignments from teachers and will need to pick up the assignments from the school. Please call to confirm that work has been obtained prior to coming to the school.

Prearranged absences: Students are expected to request which assignments will be missed from each teacher prior to the absence.

Suspended: Students will be allowed to make up missed daily work and assignments and will receive credit for all work assigned during a suspension once it is turned in to the teacher. It is the student's responsibility to contact each of his/her teachers regarding missed work.

Unexcused Absences: Students who are considered truant may not be allowed to make up missing work for full credit.

Note: Due to the content or nature of some daily work or assignments, it may not be possible for students to make-up particular assignments. Alternative assignments may be provided.

### **Extended Pre-Arranged Absences**

Prearranged absences should be completed for absences that are longer than three (3) days in length. Prearranged absences may not be considered excused absences. Students requesting pre-arranged absences are required to follow the following procedures:

1. Pick up the Pre-Arranged Absence form in the Attendance Office.
2. Fill out the form properly and completely.
3. The form must be signed by a parent/guardian.
4. Inform each of the student's teachers of the absence(s).
5. Obtain all homework that must be completed during that time.
6. The form must be signed by all of the student's teachers and the student's counselor.
7. Submit the form to the Attendance Office at least two days before the absence for approval (by Building Principal or his/her designee).

Instances requiring pre-arranged absent requests may include, but are not limited to the following:

- College visits
- Vacations
- Participation in non-school related activities

*\*The student has the responsibility for making prior arrangements with his or her teachers to make-up homework and tests.*

### **College Visitations**

Juniors and seniors are allowed two (2) days per year pre-approved by an administrator to make college visits. The days do not have to be taken consecutively. Students must notify the Attendance Office of these visits at least two days in advance by completing a Pre-Arranged Absence form. Students must bring documentation of the visit from an official at the college/university within two business days of the absence.

### **Family Vacations**

Students are discouraged from going on vacations that require students to be absent from school. Students missing classes due to vacations are at an academic disadvantage because of missed instructional time in the classroom. Students and parents/guardians must follow pre-arranged absence procedures. A school administrator must approve the request.

*\*The student has the responsibility for making prior arrangements with his or her teachers to make-up homework and tests. Students must make arrangements with teachers to obtain all work in advance.*

### **Release Time for Religious Instruction/ Observance**

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the Building Principal at least five (5) calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

### **Field Trip Attendance**

Students attending school-sponsored field trips must complete the following procedures:

1. Complete all necessary paperwork as required by the teacher
2. Submit the parental consent form (must be signed by a parent/guardian )
3. The student has the responsibility for making prior arrangements with his or her teachers to make-up homework and tests - Students must make arrangements with teachers to obtain all work in advance

Teachers are required to take attendance and submit the attendance record to the Attendance Office prior to leaving campus. Attendance Office personnel will classify students as FTR (Field Trip) in PowerSchool upon receipt of the attendance form. Student who are not participating in the field trip are required to attend their normally scheduled classes. Students failing to attend their classes will be considered truant.

### **Tardy Procedures**

In order to maximize instructional time, students are expected to be in their assigned seat or work area at the start of the tardy bell. Any arrival time after the tardy bell will be counted as an unauthorized tardy except those involving very serious problems or administrative excused passes. Consistent tardiness will result in a parent/guardian conference and/or other disciplinary actions. Tardiness is unacceptable because it disrupts class, damages the morale of students who are on time, reflects a negative attitude toward school, and creates disorder in the halls. Oversleeping, family errands, babysitting, missing the bus, or car trouble will not constitute an authorized tardy.

### **Parent/Guardian Notification of Student Tardies**

Parents will receive notification of student tardies via the automated calling system. Unless otherwise requested, phone messages will be made to the primary phone number listed in PowerSchool.

### **Attendance Disciplinary Consequences**

Students may be issued disciplinary consequences for being absent or tardy without valid cause.



## **Student Fees and Meal Costs**

### **School Meal Program**

Breakfast is served every school day from 8:10 a.m. to 8:50 a.m. Lunch is served every school day according to lunch periods as indicated on the student bell schedule. All students are eligible for a free breakfast and lunch. Students are not required to complete a free or reduced lunch form to receive a lunch. Additionally, students may purchase additional a la carte items.

A student may bring a sack lunch from home.

### **Fees, Fines, and Charges**

Please refer to Board Policy regarding fees, fines, and charges.

## **Waiver of Student Fees**

The Superintendent will recommend to the Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss of school books or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for fee waiver contained in this policy. In order that no student be denied educational services or academic credit due to the inability of parents/guardians to pay fees and charges, the Superintendent will recommend to the Board for adoption what additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and Illinois State Board of Education rule, and that provisions for assisting parents/guardians in completing the application are available.

### **Eligibility Criteria**

A student shall be eligible for a fee waiver when:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act, or
2. The student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children).

The Superintendent or designee will give additional consideration where one or more of the following factors are present:

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal unemployment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

### **Verification**

The Superintendent or designee must follow the verification requirements of 7 C.F.R. 245.6a when using the free lunch or breakfast eligibility guidelines pursuant to The National School Lunch Act as the basis for waiver of the student's fee(s).

When using a District-established or other independent verification process, the Superintendent or designee may not require verification more often than every 60 calendar days. The Superintendent or designee shall not use any information from any independent verification process to determine free lunch or breakfast eligibility pursuant to The National School Lunch Act.

### **Determination and Appeal**

The Superintendent or designee will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. The denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the Board of Education. The decision of the Board is final and binding.

Questions regarding the fee waiver request process should be addressed to the Building Principal's office.



## Transportation & Parking

### Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school, or residing within 1.5 miles from their assigned schools where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing as defined by the Illinois Department of Transportation. A list of bus stops will be published at the beginning of the school year before student registration. Students will be assigned one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. In addition, students cannot depart the bus at any stop other than their regular stop, unless authorized by the Building Principal. Exceptions must be approved in advance by the Building Principal.

While students are on the bus, they are under the supervision of the bus driver, monitor, and/or chaperone. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the Building Principal or Building Principal's designee.

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.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of the student's safety and in compliance with State law, students are expected to observe the following rules:

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Students are to remain seated, facing forward at all times when the bus is moving.
3. Do not move from one seat to another while on the bus.
4. Keep all parts of the body and all objects inside the bus.
5. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
6. Enter and exit the bus only when the bus is fully stopped.
7. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
8. Use emergency door only in an emergency.
9. In the event of emergency, stay on the bus and await instructions from the bus driver.
10. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
11. Do not open windows.
12. Keep the bus neat and clean.
13. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
14. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
15. Be waiting at your bus stop on time (ten minutes prior to pickup). The bus driver cannot wait for those who are tardy.
16. Students are to stand at least five (5) feet off the roadway at all times while waiting for the bus.
17. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
18. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
19. Eating, drinking, or chewing gum is not allowed on the bus.
20. No glass or breakable containers are allowed on the bus. No reptiles, insects, animals, or marine life (dead or alive) are allowed to be transported on the bus.
21. Absolute silence is required of students at railroad crossings and/or anytime the dome lights are on.
22. Bulky or objectionable objects, including musical instruments, that cannot be held in the student's lap is not permitted on the bus. No objects may block the aisles or emergency exits.

23. No items are to be thrown or propelled out of the bus windows. (Behavior that violates this rule/expectation may be classified as a felony. The student and the parent/guardian shall be held responsible for any damages that result from such an act.)
24. No littering, throwing, or propelling objects inside the bus is allowed.
25. Smoking and/or use of any tobacco products or other mood-altering substances is strictly prohibited.
26. No posters or signs are to be displayed from the bus.
27. After disembarking, those students who must cross the road shall cross approximately ten (10) feet in front of the stopped bus or as directed by the bus driver.
28. A student's parents have the responsibility for the control and direction of the student at the bus stop.
29. Parents will be liable for any defacing or damage that students do to the bus.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. 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's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

### **Parking**

Students may park their vehicles in the lot on the north side of the building by Harrison Street during the school day or during school related functions being hosted at the school. Vehicles must be parked between the painted lines and must be driven under the speed limit of 10 miles per hour while in the lot. Vehicles should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be ticketed or towed at the discretion of the school, at the vehicle owner's expense. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

All other lots not marked as "Student Parking" are for school staff, personnel, and others designated by administration. These lots MAY NOT be used by students at any time. Student vehicles parked in these lots may be ticketed or towed at the discretion of administration.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK. Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

The parking of a student's vehicle on campus is a privilege that is granted by the School Board. All Board parking areas and lockers are the property of the School District. School authorities have the right to inspect any student parked vehicles and/or lockers in order to protect the health, safety, and welfare of students. Individual student parked vehicles searches will be conducted if school personnel have a reasonable suspicion of a violation of the law or the Code of Student Conduct. This includes the use of drug and gunpowder sniffing K-9 dogs. Each student who parks a vehicle on a school campus or uses a school locker is presumed to know what is contained in his/her vehicle or locker and will be held accountable for any contraband, weapons, drugs, etc., which may be found in them. Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, security guards and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

Each student must sign the Board's Student Parking and/or Student Locker Application and Consent to Search and Waiver of Liability form acknowledging and agreeing to the conditions as prerequisite to, and in consideration for, the issuance of a student parking, and/or a student locker that the locker is school property and may be opened by school authorities at any time without the consent and without the student's knowledge or presence.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or termination of parking privileges.



## Health and Safety

### **Immunization, Health, Eye & Dental Examination**

In compliance with Illinois state law, District 209 requires all students to have a complete health examination with a current immunization record and complete medical history (the physical exam form may be a comparable report from a former school or a new report from a local physician). An age-appropriate social/emotional screening and an age-appropriate developmental screening are a required component of the health examination. Diabetes screening and BMI must be completed on school physical. Tdap is a required immunization for all students to be in compliance with Illinois state law. All students must show proof of a health examination and immunizations prior to or on the first day of school. If health examinations and immunizations are completed and in the health care office by June 1, you may be eligible for early registration.

All students are required to present appropriate proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to entering the ninth grades and enrolling in an Illinois school for the first time, regardless of the student's grade. The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional. The failure to obtain a social/emotional or developmental screening will not be reason to exclude a student from attending school.

### **Dental Examination**

All students in ninth grade must provide proof of having a dental examination on or before May 15. Failure to present proper proof of the dental examination may be grounds to withhold the student's report card.

### **Eye Examination**

Vision Screening: Vision screening will be done, as mandated by Illinois School Code, for Special Education students, transfer students, and students referred to the nurse by teachers. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening IF an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous twelve (12) months and if that evaluation is on file at the school. This notice is not a permission to test. Vision screening is NOT an option. If a vision examination report for a student is not on file at the school, special education students, transfer students, and students referred to the nurse will be screened.

All students entering the school for the first time must present proof before October 15 of the current school year of an eye examination performed within one year prior to entry to the school. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

### **Exemptions**

A student will be exempted from the above Immunization, Health, Eye and Dental Examination requirements for:

- Religious or medical grounds if the student's parent/guardian presents to the Building Principal a signed statement explaining the objection.
- Health examination or immunization requirements on medical grounds if a physician provides written verification.
- Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist.



## **Student Medication**

District Medication Policy - Parents have the primary responsibility for the administration of medication to their children. With the exception of medical cannabis under Ashley's Law, when parents cannot administer medicine or it is medically necessary to give medication during school, the medicine must be supplied by a pharmacy labeled container (over-the-counter medications in original container) and will be locked in the nurse's office. The school must have written parental permission for all prescriptions and over-the-counter medications and written doctor's orders for all prescription medications. Aspirin, Tylenol, or cold tablets, etc. should not be sent in an envelope or in a bag, but in the original container. Any parents/guardians of student administering medication under Ashley's Law must consult the Building Principal regarding administration of medical products.

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

A student may receive insulin according to his or her diabetes care plan. A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to 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 out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Students are permitted to possess and use FDA-approved topical sunscreens on school property and at school-sponsored events and activities without a doctor's note or prescription.

## **Guidance & Counseling**

Each student is assigned to a class counselor who meets and works with the student during his or her time at Proviso West High School. The class counselor serves as a liaison among the student, the staff, and the parents/guardians. The counselor does personal and social counseling, career counseling and college counseling. He or she directs groups for information-giving, assumes responsibility for helping students choose courses, interprets results of standardized tests and encourages participation in school activities.

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions, and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

## **Communicable Diseases**

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

Parents are required to notify the school nurse if they suspect their child has a communicable disease. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the communicable disease. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

### **Head Lice**

The school will observe certain procedures of the Illinois Department of Public Health regarding head lice.

Parents are required to notify the school nurse if they suspect their child has head lice. Infested students will be sent home following notification of the parent or guardian. The school will provide written instructions to parent/guardian regarding appropriate treatment for the infestation. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or Building Principal and the student is determined to be free of the head lice and eggs (nits). Infested students are prohibited from riding the bus to school to be checked for head lice.

### **Health Services**

Whenever a student finds it necessary to go to the nurse during the school day, he or she must obtain a student pass from a teacher for that particular period.

All notes pertinent to health, written by parents or doctors, must be filed in Health Service, at the time of the injury, to the nurse's office. Notification of any excusal from Physical Education activities, for medical reasons, will be forwarded to the P.E. Office. Medical problems must be listed in the Nurses' Office.

Emergency Information: Emergency information forms must be completed and on file before the end of the first week of school. In the event of an accident or serious illness during the school day, school personnel use this information to call parents or other responsible adults. It is imperative that we have current phone numbers of responsible persons who can respond in a timely manner to a student's injury or illness. Please include personal doctor and hospital phone numbers and any medical problems.

### **Doctor's Note**

A doctor's note stating that a student may return to school is required for admission upon the return of any student who has been hospitalized for any reason. We also require readmission notes from the doctor of any student returning from the treatment of a communicable disease or serious injury.

### **Student Insurance**

The Proviso Township High Schools District has purchased Student Accident Insurance Coverage on students' behalf and at no cost. This accident insurance coverage may provide benefits for any covered injuries incurred during the hours and days when school is in session and while attending or participating in school sponsored and supervised activities, including athletics on or off school premises. Coverage is provided for travel, during school-sponsored activities, when transportation is furnished or arranged by the school, such as school buses or vans.

All claims must be submitted to the student's primary insurance plan FIRST. Any remaining medical expense balance may then be submitted to the school's plan. Claim forms are available in the Business Office. Students who do not have health insurance coverage can obtain claim forms from the Business Office.

### **Substance Abuse Rehabilitation/Counseling**

Members of the Proviso community must promote a school climate that is safe and that is drug free. The use, possession, distribution, or sale of alcohol, drugs, drug paraphernalia, or look-alike materials interferes with Proviso's mission, creates a hazard to the welfare of students, and is illegal under the laws of the State of Illinois. Any such offenses are considered among the most serious violation in Proviso's behavior code and may result in a student's expulsion from school.

Students are given an opportunity to participate in a rehabilitative program designed to treat the substance problem. While participating in these programs, students may be permitted to remain in school rather than be expelled. Recommendation for the program participation will come from Proviso staff and from community agencies or hospitals. Student participation in such programs will in all cases be voluntary. Any cost of these programs will be the total responsibility of the student's parents/guardians. Students who are subject to expulsion and who choose not to participate in or complete such rehabilitative and/or counseling programs may be expelled from school in accordance with the Board of Education's behavior code policies. For implementation of the aforementioned services, the following resource agencies are recommended:

## **Agencies for Help and Other Convenient Phone Numbers**

### **Crisis & Suicide Prevention**

Fillmore Center/SASS .....	708-383-7277
Resurrection Behavioral Health Crisis Line .....	708-681-4357
Youth in Crisis .....	708-484-7400
Runaway Hotline .....	800-621-4000
CARES .....	800-345-9049

### **Substance Abuse**

Proviso Township Mental Health Commission .....	708-449-5508
Gateway Foundation .....	773-826-1916
Illinois Department of Alcoholism & Substance Abuse .....	312-814-3840
Al-Anon/Alateen .....	312-409-7245
Alcoholics Anonymous .....	WWW.AA.ORG
National Drug & Alcohol Abuse .....	800-622-HELP

### **Child Abuse**

Illinois Department of Children and Family Services .....	800-252-2873
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### **Teenage Pregnancy**

Adoption Information Center of IL .....	800-572-2390
Cook County Dept. of Public Health .....	708-450-5300
School Based Health Center at Proviso East .....	708-449-9522
Women Care Services .....	708-795-6000

### **Sexually Transmitted Diseases**

CDC National STD & AIDS Hotline .....	800-227-8922
HIV/AIDS Information Hotline .....	800-342-AIDS
Cook County Dept. of Public Health .....	708-450-5300
School Based Health Center at Proviso East .....	708-449-9522

### **Family Agencies/Mental Health**

Proviso Township Mental Health Commission .....	708-449-5508
Resurrection Behavioral Health .....	708-681-2325
Pillars .....	708-386-2100
Youth Outreach Services .....	708-547-1091
PLCCA .....	708-450-3500
School Based Health Center at Proviso East .....	708-449-9522
DHS Family Resource Center .....	708-338-7600
Riveredge Hospital .....	708-771-7100

### **Alternative Solutions**

Job Corp .....	800-230-5627
Lincoln's Challenge .....	312-842-7729
Austin Career Center .....	773-626-6988

### **Junior Colleges**

Triton College .....	708-456-0300
College of DuPage .....	630-942-2441
Wright Community College .....	773-481-8206

### **Police Departments, Non-Emergency Phone Numbers**

Bellwood .....	708-547-3535
Berkeley .....	708-448-8824
Broadview .....	708-345-6550
Forest Park .....	708-366-2425
Hillside .....	708-449-6133
Maywood .....	708-450-4460
Melrose Park .....	708-344-8409
Northlake .....	708-531-5755
Stone Park .....	708-450-3215
Westchester .....	708-345-0060

## **Crisis Intervention Team**

The team's focus will be to service students who are experiencing a crisis. Some crises could be suicide (threatened or attempted), death, sexual and physical abuse, teen pregnancy, drug and alcohol abuse, sexually transmitted diseases, and a witness to or a victim of a violent crime. The focus will be to direct the student toward finding and accepting a solution to the immediate difficulty and help the student deal with the reality and focus on solving the problem.

Members of the Crisis Intervention Team include:

### **Administrators**

Dr. Albert Brass Jr.	Principal
Dr. Kermit Blakely	Grade Level Principal
Mr. Joe Kosina	Grade Level Principal
Ms. Kisha Lang	Grade Level Principal
Dr. Greta Mitchell-Williams	Grade Level Principal

### **Health & Community Services**

Mr. Kenneth Holland	School Nurse
Det. Lynn Bailey	Police Counselor

### **Counselors & Social Workers**

Ms. Stefanie Andrews	Counselor
Ms. Araceli Avila	Counselor
Dr. Sherman Blade	Counselor
Ms. Rafaella Harris	Counselor
Ms. Claudia Holland	Counselor
Mr. Lynell Ingram	Counselor
Ms. Nicole O'Connor	Counselor
Ms. Charlotte Grady	Social Worker
Ms. Elsa Montoto-Vega	Social Worker
Mrs. Jeri Matthews	Social Worker

## **Safety Drill Procedures**

Safety drills will occur at times established by the School Board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.



## Discipline and Conduct

### Behavior Code

The Board of Education of Proviso Township High Schools District 209 recognizes fully that it has the responsibility to provide a quality education for the students of District 209. In order to produce the educational climate necessary to accomplish this goal, the Board further realizes that it is the school's responsibility to maintain order and discipline and to do all in its power to avoid serious disruption of the educational process. Another responsibility inherent in formulating a definite policy concerning behavior is the communication of that policy. For this reason, the Behavior Code is being directed to the students, parents and guardians of Proviso Township High Schools District 209 in this section of the Student Handbook.

This code is intended to provide guidelines for general student behavior. It must be added that many problems might arise which do not fall into the categories of general behavior described below. Exceptions may be made in cases involved in unusual physical, psychological, or social problems. In these cases, a referral will be made to the appropriate medical, psychological, or social service agency, instead of adhering strictly to the procedures outlined in this code.

### Proviso West Safe School Hotline

**(708) 202-6351**

The Proviso West High School Safe School Hotline (708-202-6351) is dedicated to providing students, parents and community members the opportunity to anonymously report information pertaining to any specific school safety and/or security concerns.

It is a confidential 24-hour hotline at our school. This line allows anyone to report situations or incidents which might be harmful to our students. These calls can be made in two ways. Callers may identify themselves if they wish someone to get back to them for information, or the calls can be made anonymously. The person calling may simply record the information. There is no "Caller ID" on this line.

What we need to know when you call:

- What you are reporting? (complaint, problem, suggestion)
- What time did or when will the incident occur?
- At which school did/will this take place?
- Who is the suspect?
- What school does the suspect attend?
- A description of the incident in the order it took/or will take place
- How can we get in touch with you? (OPTIONAL)

What information should be reported? You should report any information that could have a negative impact on students, school staff, or school property. Here are some examples:

- Violence
- Weapons
- Threats
- Thefts or property damage
- Drug or alcohol abuse
- Sexual harassment

These acts are threats to your safety and should be reported. This hotline is here to help you:

- Students
- Teachers
- School staff

- Parents
- Administrators
- Community members

You should understand the difference between those incidents that require a 911 Emergency call and those that would be appropriate for the hotline. ANY RISK OF IMMEDIATE HARM SHOULD BE REPORTED TO 911 IMMEDIATELY. Example: A student has pulled out a gun in the cafeteria.

The Proviso West High School Safe School Hotline has been created to give you an anonymous way to report any specific school safety and/or security concerns. However, you should call this hotline only when you feel you cannot talk to a school official first. Confiding in a school official that you trust is by far the best way to deal with information about school violence. The hotline will be checked daily. All calls are anonymous and confidential.

### **Authority of the Teacher**

Illinois law grants teachers and other school staff members the authority for the control and discipline of students assigned to them on campus and in other places where they may be assigned to supervise students. Students are expected and required to follow the requests and directives of all teachers, school staff members, school volunteers, and chaperones when on School District owned property or at other places where they are under the supervision of School District personnel.

Teachers shall make every reasonable effort to control classroom disruptions or misbehavior by students. However, if a disruption or misbehavior persists, or if the disruption is severe, the teacher shall direct the student to an appropriate administrator with a description of the incident written on a referral form provided by the administration.

### **Student Responsibilities**

School authorities will place limitations on the rights of students when regulation is necessary in order to prevent disruptions in the classroom or on school property.

School authorities will place limitations on the rights of students as necessary to permit the District to meet its primary responsibility of providing each student the opportunity to receive a quality education in a safe and non-threatening environment.

Students are responsible for the things they do as well as the things they fail to do. Students will be expected to take responsibility for their actions or non-actions as well as the consequences they may receive as a result of their individual choices whether intended or not.

Responsible students make the difference.

### **Student Rights**

Students have all of the rights provided by law including the right to equal educational opportunities without regard to any protected category, including race, color, national origin, sex, disability, marital status, gender identity, ancestry, religious beliefs, status as homeless, actual or potential marital or parental status, or sexual orientation. District staff as well as students shall each be responsible to:

- Create a safe and orderly environment in which to learn,
- Be treated with dignity and respect,
- Express opinions and personal points of view in a responsible and constructive manner,
- Peaceably assemble,
- Be secure in their personal privacy,
- Limit access to their student records,
- Be informed of the rules of conduct, and
- Receive reasonable and fair treatment

Note: These rights are not absolute and may be limited when necessary in order to prevent the disruption of the learning environment or the orderly operation of the school.

### **Freedom of Speech**

Students have a right to freedom of expression of their views within the limitations reasonably expected of group controls, school purposes, and school activities.

Students have the right to express, through written and oral means, their own opinions on controversial issues without jeopardizing relations with their teachers or the school.

Students have a responsibility to make every effort to become informed and knowledgeable about controversial issues and to express their opinions in a manner that is suitable for the forum in which the discussion is taking place.

Students have the responsibility to refrain from the distribution of any material(s) which, by its content, would interfere with discipline, cause disorder, or invade the rights of others.

Students have the right to speak responsibly in their native language, and will not be disciplined for doing so.

Student journalists have rights to free speech per the Speech Rights of Student Journalists Act (105 ILCS 80/).

### **Right to Assemble**

Students have a right to peaceably assemble without disrupting the regular day-to-day operation, schedule, or activity of the school or institution.

Students have the responsibility to assemble in accordance with the prescribed rules and regulations of the school or institution.

### **Human Dignity**

The School District, recognizing that it is multi-racial and multi-ethnic, believes that it is a part of our responsibility to provide a harmonious environment in which respect for the diverse make-up of the school community is promoted.

In accordance with this aim, the School District will not tolerate behavior by students or staff, which insults, degrades, or stereotypes any race, gender, disability, physical condition, ethnic group, religion, or sexual orientation.

### **Participation in School Activities**

Students have the right to participate in school programs and activities in accordance with eligibility requirements. Students also have the responsibility to contribute to these activities in a positive manner.

Students who have been recommended for expulsion or have been administratively assigned to an Alternative or "Second Chance" School in lieu of an expulsion will not be considered "students in good standing." Therefore, they will not be permitted to participate in extracurricular activities or to be on any other School District owned property for the period of time they are administratively assigned.

### **Rules of Conduct**

One of the most important lessons education should teach is self-discipline. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration of other people.

With an understanding of the purposes of discipline in a school, students may form a correct attitude toward it, do their part in making their school an effective place of learning, and develop the habit of self-restraint, which will make them a better person. Therefore, students will be expected to rise to the level of the following expectations.

The following list includes important responsibilities of students. Failure to comply with these expectations may result in disciplinary consequences. This list is not to be considered all-inclusive:

Students are expected to:

- Obey each individual school rule.
- Adhere to all District 209 policies and procedures regarding electronic devices.
- Attend school regularly, on time, and report to all classes and scheduled activities.
- Go to lunch on time once dismissed by their teacher.
- Wear student identification cards (IDs) on a lanyard around their neck that is visible at all times during the school day.
- Adhere to the student dress code.
- Respect the position in which all persons in authority serve.
- Treat others courteously and with respect.
- Treat school property and the property of others with respect.
- Complete all assigned work.
- Come to class with all necessary materials and be prepared to learn.
- Respect the privacy of others.
- Listen courteously to the opinions and points of view of others.
- Account for all textbooks, library books, and other school-owned materials issued to them.

- Conduct themselves in a manner which will not interfere with the orderly and safe transportation of students riding on buses or other authorized vehicles.
- Remain on school grounds or in class unless given appropriate authority or permission to leave.
- Maximize their learning opportunities.
- Comply with all instructions and staff directions.
- Truthfully answer all questions posed by school staff.
- Deliver to their parents/guardians all notes, notices, and papers provided by the school for home delivery.
- Timely notify parents/guardians of all assigned consequences for inappropriate behavior.
- Report hazardous or dangerous situations to an adult in authority so as to not act negligently or recklessly by placing other people at risk for injury or placing property in danger for damage.
- Show respect to teachers, staff, administrators, visitors, and fellow students at all times.
- Use the locker assigned by the school and not share lockers.
- Not sell food or other items unless specifically authorized.

### **Prohibited Student Conduct**

Students may be disciplined for misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis is prohibited except as provided under Ashley's Law (105 ILCS 5/22-33).
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (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.
  - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance, or other substance that is prohibited by this policy.
  - g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
  - h. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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

4. Using, possessing, controlling, or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the Building

Principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used in locations and at times approved by the Building Principal; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
7. Disobeying rules of student conduct (see above) or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification, or submit to a search.
8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
9. Engaging in bullying, hazing, or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct (cyberbullying).
10. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault. This does not include the non-disruptive: (a) expression of gender or sexual orientation or preference, or (b) display of affection during non-instructional time.
11. Engaging in teen dating violence, as described in Board policy 7:185, *Teen Dating Violence Prohibited*.
12. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
13. Entering school property, a school facility, or designated areas without proper authorization.
14. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
15. Being absent or tardy without a recognized excuse.
16. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
17. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
20. Operating an unmanned aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the Superintendent or designee.
21. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
22. Participating in a physical or verbal altercation, including but not limited to: physical involvement, instigating, refusing to disperse when directed while observing an altercation, recording an altercation, posting or distributing recordings of altercations.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

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



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

### **When and Where Conduct Rules Apply**

The grounds for disciplinary action also apply 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; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

### **Violations of the Code of Student Conduct**

The Building Principal or designee shall exercise his/her professional judgment in determining what consequence(s) to impose for a violation of the Code of Student Conduct.

### **Disciplinary Measures**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties.

School administrators will determine the appropriate response to, or consequence for, violations of the discipline code on a case-by-case basis. Exceptions may be made in cases involving unusual physical, psychological, or social problems. In these cases, a referral will be made to the appropriate agency. Potential disciplinary measures include, without limitation, any of the following measures, among others:

- Notifying parents/guardians.
- Restorative conferences.
- Disciplinary conference.
- Withholding of privileges.
- Temporary removal from the classroom.
- Return of property or restitution for lost, stolen, or damaged property.
- After-school study or Saturday study provided the student's parent/guardian has been notified.
- Community service.
- Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
- Suspension of bus riding privileges.
- In-school suspension.
- Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
- Expulsion from school and all school activities for a definite time period not to exceed two (2) calendar years. An expelled student is prohibited from being on school grounds.
- Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
- Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol, or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

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

### **Corporal Punishment**

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

## **Firearms, Knives, Brass Knuckles, & Other Objects Used or Attempted to Be Used to Cause Harm**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year:

- (1) A firearm. For the purposes of this Section, "firearm" means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis.
- (2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above.

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

This policy's prohibitions concerning weapons apply regardless of whether: (1) a student is licensed to carry a concealed firearm, or (2) the Board permits visitors, who are licensed to carry a concealed firearm, to store a firearm in a locked vehicle in a school parking area.

## **Gang & Gang Activity**

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

## **Access to Student Social Networking Passwords & Websites**

School authorities may request a student or his or her parent/guardian to provide access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

## **Preventing Bullying, Intimidation, Teen Dating Violence, & Harassment**

Bullying, intimidation, teen dating violence, 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 school goal. Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

For purposes of this policy, the term bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear of harm to the student's person or property.
2. Causing a substantially detrimental effect on the student's physical or mental health.
3. Substantially interfering with the student's academic performance.
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying, intimidation, teen dating violence, and/or harassment may take various forms, including without limitation: Threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. For purposes of this policy, the term bullying includes harassment, intimidation, teen dating violence, retaliation, and school violence.

A student who is being bullied is encouraged to immediately report it orally or in writing to any staff member with whom the student is comfortable speaking. Anyone who has information about actual or threatened bullying is encouraged to report it to a dean or administrator. The school will not punish anyone because he or she made a complaint or report, supplied information, or otherwise participated in an investigation or proceeding, provided the individual did not make a knowingly false accusation or provide knowingly false information. Acts of retaliation for reporting incidents of bullying, intimidation, teen dating violence or harassment, and will not be permitted and the School will take disciplinary action against any student who participates in such conduct.

### **Standards of Conduct for Riding a School Bus**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Students will be assigned one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. In addition, students cannot depart the bus at any stop other than their regular stop, unless authorized by the Building Principal. Exceptions must be approved in advance by the Building Principal.

Illinois law gives school bus drivers the authority to monitor and control the behavior of students any time they are being transported to and from school or school functions.

Student conduct which distracts the driver endangers the health and safety of other students or demonstrates a willful disregard for transportation rules shall be reported to the Building Principal or the Building Principal's Designee.

While students are on the bus, they are under the supervision of the bus driver, monitor, and/or chaperone. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the Building Principal or Building Principal's designee.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of the student's safety and in compliance with State law, students are expected to observe the following rules:

- Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
- Students are to remain seated, facing forward at all times when the bus is moving.
- Do not move from one seat to another while on the bus.
- Keep all parts of the body and all objects inside the bus.
- Loud conversation, singing, boisterous conduct, unnecessary noise, or profanity is not allowed.
- Enter and exit the bus only when the bus is fully stopped.
- All school rules apply while on the bus, at a bus stop, or waiting for the bus.
- Use emergency door only in an emergency.
- In the event of emergency, stay on the bus and await instructions from the bus driver.
- Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
- Do not open windows.
- Keep the bus neat and clean.
- Athletic footwear equipped with cleats or spikes is not allowed on the bus.
- Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
- Be waiting at your bus stop on time (10 minutes prior to pickup). The bus driver cannot wait for those who are tardy.
- Students are to stand at least five (5) feet off the roadway at all times while waiting for the bus.
- Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
- Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
- Eating, drinking, or chewing gum is not allowed on the bus.

- No glass or breakable containers are allowed on the bus. No reptiles, insects, animals, or marine life (dead or alive) are allowed to be transported on the bus.
- Absolute silence is required of students at railroad crossings and/or anytime the dome lights are on.
- Bulky or objectionable objects, including musical instruments, that cannot be held in the student's lap is not permitted on the bus. No objects may block the aisles or emergency exits.
- No items are to be thrown or propelled out of the bus windows. (Behavior that violates this rule/expectation may be classified as a felony. The student and the parent/guardian shall be held responsible for any damages that result from such an act.)
- No littering, throwing, or propelling objects inside the bus is allowed.
- Smoking and/or use of any tobacco products or other mood-altering substances is strictly prohibited.
- No posters or signs are to be displayed from the bus.
- After disembarking, those students who must cross the road shall cross approximately ten (10) feet in front of the stopped bus or as directed by the bus driver.
- A student's parents have the responsibility for the control and direction of the student at the bus stop.
- Parents will be liable for any defacing or damage students do to the bus.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. 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's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

### **Student Parking and School Locker Search**

The parking of a student's vehicle on campus is a privilege that is granted by the School Board. All Board parking areas and lockers are the property of the School District. School authorities have the right to inspect any student parked vehicles and/or lockers in order to protect the health, safety, and welfare of students. Individual student parked vehicles searches will be conducted if school personnel have a reasonable suspicion of a violation of the law or the Code of Student Conduct. This includes the use of drug and gunpowder sniffing K-9 dogs. Each student who parks a vehicle on a school campus or uses a school locker is presumed to know what is contained in his/her vehicle or locker and will be held accountable for any contraband, weapons, drugs, etc., which may be found in them. Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, security guards and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

Each student must sign the Board's Student Parking and/or Student Locker Application and Consent to Search and Waiver of Liability form acknowledging and agreeing to the conditions as prerequisite to, and in consideration for, the issuance of a student parking, and/or a student locker that the locker is school property and may be opened by school authorities at any time without the consent and without the student's knowledge or presence.

Individual student parked vehicles and/or locker searches will be conducted if school personnel have a reasonable suspicion of a violation of the law or the Code of Student Conduct. Routine locker cleanups are not considered searches.

### **Warrantless Searches**

Section 105 ILCS 5/10-22.10a of the School Code authorizes school officials to conduct a warrantless search of a student's person, book bag, locker, electronic device, motor vehicle, or any other storage area on School Board property if such official(s) have a reasonable suspicion that illegal, prohibited, stolen, obscene, inappropriate, or harmful items or substances exist.

Various methods to deter contraband and provide for a safe atmosphere may be instituted on an "as needed" basis. Every person on Proviso Township High Schools property is subject to search upon request of staff. The methods of searching for contraband will vary. Such actions include, but are not limited to, use of metal detectors and trained dogs. School authorities may search a student or a student's personal effects (purse, wallet, knapsack, book bag, lunch box, etc.) when there are reasonable grounds for suspecting that a search will produce evidence that a student has violated a rule of the school. A student's vehicle in the school's parking lot can also be searched along with any District property the student uses, such as lockers, desks, District email accounts, and District-provided technology.

### **Sexual Harassment**

It is the policy of District 209 to provide for its students and staff an educational environment free of unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by state and federal law.

Any unwanted or unwelcome sexual advances, requests, and contact are considered sexual harassment when they have the purpose of effect or interfering with an individual's work-school performance or if they create an intimidating, hostile, or offensive environment for the individual.

Any student who feels that sexual harassment has occurred should notify a counselor, administrator, teacher, or other school employee. Students will be encouraged to discuss this matter with the Assistant Principal first. Students who engage in such harassment will be subject to disciplinary actions, which may include a warning, parent/guardian conference, detentions, suspension, expulsion, or referral to outside authorities.

### **Reasonable Force**

Illinois law authorizes teachers and other school personnel to use reasonable force to protect himself or herself or others from injury. Reasonable force is defined as, "appropriate professional conduct including physical force as necessary to maintain a safe and orderly environment." School personnel has the right and the authority to protect against:

- Conditions harmful to learning
- Conditions harmful to student's physical and mental health
- Conditions harmful to safety
- Conditions of harm and/or safety of self, school personnel, and others

Furthermore, Illinois law provides that a Building Principal, teacher, other staff member, or bus driver shall not be civilly or criminally liable for any action carried out in conformity with School Board rules regarding the control, discipline, suspension, and expulsion of students, except in the case of excessive force or cruel and unusual punishment.

Illinois law and regulations empower teachers and other school personnel to press charges against a student if a crime has been committed against a teacher or other instructional personnel on school property, on school sponsored transportation, or during school sponsored activities.

### **Due Process**

In any situation where a violation of the Code of Student Conduct is alleged, the Building Principal or the Building Principal's designee shall observe fundamental procedures of due process. The student shall be made aware of the charges against him/her, be given the opportunity to explain his/her point of view, present witnesses, and not be subject to excessive punishment.

In cases where there is a concern regarding due process, parents or students may refer the situation to the School Principal.

Students accused of a violation of the Code of Student Conduct, which, in the opinion of the Building Principal or the Building Principal's designee, warrants a suspension or expulsion from school, shall be afforded the fundamental right of procedural due process. The degree of formality associated with a suspension conference or an expulsion hearing depends on the nature of the violation and the severity of the sanctions that may be imposed as a result.

### **Suspension**

Suspension is a disciplinary sanction that orders the temporary removal of a student from a class or all classes for a prescribed period of time, not to exceed ten (10) school days at any one time. The student shall be remanded to the custody of the student's parent/guardian with specific homework assignments for the student to complete. The Building Principal or Building Principal's designee shall make a good faith effort to employ parental assistance or alternative consequences for misconduct prior to suspending a student, except in emergencies, or disruptive conditions, or incidents involving a serious breach of misconduct.

Only the Building Principal or the Building Principal's designee may suspend a student. Before suspension may be imposed, the student is entitled to know what provisions of the Code of Student Conduct were allegedly violated, and what specific conduct constituted the violation. In addition, the student is entitled to know who the student's accusers are, and what they said unless such information would jeopardize the safety of the students. It is not necessary, however, that the accusers be physically present at the due process conference when the student is advised of the particulars of the violation.

If the student denies the charge or charges, the student is entitled to state his/her point of view and to have witnesses called to give information in support of his/her defense. If the student intends to call witnesses, the student is entitled to a reasonable time in which to contact witnesses to arrange for their presence. A written explanation of the incident by the student is recommended and encouraged.

The Building Principal will suspend a student immediately if the student has committed an act which imposes an immediate danger to students or staff members, or if the violation is one of physical assault or one, which has an immediate disruptive effect upon the orderly conduct of the school. If the student is suspended, the Building Principal shall immediately notify the Superintendent and the suspended student's parents or guardians in writing within 24 hours of the action taken and the reasons for the suspension. In addition, the Building Principal or his/her designee shall make a good faith effort to notify the parent/guardian by telephone prior to initiating the suspension. When a student is suspended for possession, distribution, or sale of a controlled substance; a weapon; or is under the influence of a controlled substance (except as prescribed by a licensed physician), parents/guardians, law enforcement officials, and the Superintendent shall be notified immediately.

### **Status of Students Under Suspension and Expulsion**

Students who are under temporary suspension and those who have been expelled by action of the Board of Education are not permitted to participate in any school activities during the period of suspension or expulsion. When a student is suspended from the school building, he/she is to leave the school grounds immediately and is not to be on the grounds during this period of time without prior authorization from a school official. Violators will be considered as trespassers and subject to arrest and/or further disciplinary action.

### **Suspension – Special Education Student (SPED)**

Except for the gifted, no student receiving services through an Individual Education Plan (IEP) or 504 Plan may be suspended for more than nine (9) days for one offense or ten (10) cumulative days throughout the school year. If a student receiving services through an IEP or 504 Plan is suspended, prior to the end of nine (9) days of suspension or ten (10) days of cumulative suspension throughout the school year, an IEP meeting shall be held to review the student's program and placement. In extraordinary and/or extenuating circumstances and on a case-by-case basis, a student receiving services through an IEP or 504 Plan may be suspended additional days only after consultation with the Director of Specialized Services. Any recommendation for the suspension of a student with a disability shall be made in accordance with the law and rules adopted by the State Board of Education and Federal Regulations outlined in the Individuals with Disabilities Education Act (IDEA).

Students with moderate/severe intellectual disabilities or Autism Spectrum Disorder may be suspended. However, an IEP meeting must be held to review the behavior which caused the school to recommend such suspension and implement intervention strategies.

### **Suspension for Off-Campus Felony**

Illinois law permits the Building Principal to initiate suspension proceedings against any student who is formally charged by a proper prosecuting attorney with a felony, or with a delinquent act which would be a felony if committed by an adult, for an incident, which allegedly occurred on property other than that owned by the School District.

Upon receipt of notice that a student has been formally charged with a felony or with a delinquent act which would be a felony if committed by an adult, the Building Principal or Building Principal's designee shall conduct an Administrative Hearing for the purpose of determining whether or not the student should be suspended pending court determination of whether the student did or did not commit such an act, or the charges are dismissed by the prosecuting attorney, and the student may be administratively assigned to an alternative school setting pending the outcome of the charge(s). The Building Principal or Building Principal's designee shall do the following:

1. An Administrative Hearing will be held in order to discuss any extenuating circumstances that may lead to a different course of action regarding the student's educational setting. The Administrative Hearing will be conducted by the Building Principal or Building Principal's designee and may be attended by the student, the parents or guardians, the student's representative or counsel, and any witnesses requested by the student or the Building Principal. The student may speak on his/her own defense, may present evidence indicating his/her eligibility for waiver of disciplinary action, and may be questioned on his/her testimony.
2. In conducting the hearing, the Building Principal shall not be bound by rules of evidence or any other courtroom procedure and no transcript of testimony shall be required.
3. Following the Administrative Hearing, the Building Principal or Building Principal's designee will provide the student and the parents/guardians with a decision, in writing, as to whether the Administrative Assignment to the District's Alternative School will go forward.
4. Following the Administrative Hearing, if the Building Principal or designee elects to exercise his/her right to administratively assign the student to the District's Alternative School pending the outcome of the felony charge, educational services at the student's current school will be temporarily suspended.
5. During the period of temporary suspension and Administrative Assignment to the District's Alternative School, the necessary paperwork will be completed and the student will be withdrawn from his/her current school. If

the temporary suspension exceeds ten (10) school days, the student **must** be enrolled at the District's Alternative School so that educational services are not interrupted indefinitely.

6. The decision of the Building Principal or Building Principal's designee in this matter shall be final under the provisions of Illinois law and Illinois State Board of Education Rule.

### **Expulsion**

Expulsion is the removal of the right and obligation of a student to attend public school for a period of time. An expulsion may be imposed for a period up to, but not to exceed, the current school year, the following school year, and the intervening summer school. Section 105 ILC 5/10-22.6 (a) of the School Code states that a student may be expelled for gross disobedience or misconduct, including gross disobedience or misconduct perpetuated by electronic means.

**Note:** If a court of competent jurisdiction determines that a student committed an off-campus felony, or a delinquent act, which would be a felony if committed by an adult, the Building Principal may recommend to the Superintendent of Schools the expulsion of that student. However, if it is determined that the student did not commit such an act, the suspension shall be immediately terminated and that student may be allowed to return to the school of regular attendance.

**Note:** A student may be recommended for expulsion if he/she persists in violating the Code of Student Conduct (CSC), and in so doing, accumulates in excess of fifteen (15) days of out-of-school suspension. In this case, a recommendation for expulsion is referred to as Continued Incurability. Continued Incurability shall be defined as repeated and varied breaches of the provisions of the CSC that has resulted in numerous discipline referrals/incidents which disrupts the learning environment and/or school operation. An administrative effort to correct the student's inappropriate behaviors and actions through documented interventions, parental communications and/or conferences, counseling, and progressive discipline measures has not proven successful.

Only the School Board shall authorize expulsion from school. If a Building Principal recommends a student for expulsion, a written request shall be forwarded to the Superintendent.

The Building Principal shall notify the parents or guardians in writing of the charge against the student, including the rule violated and the student's alleged conduct. A hearing will be conducted before the School Board or a hearing officer, regarding the recommendation for expulsion. They shall also be informed of their right to obtain legal counsel at no cost to the School Board, to call and examine or cross examine witnesses, to introduce evidence, and to submit rebuttal evidence.

The rules of evidence observed by courts shall not be applicable. Any party may, at his or her expense, have the right to record and have transcribed the proceedings of the entire hearing.

School staff will have the authority to confiscate forbidden items, which would be used as evidence in a recommendation for expulsion and may later be returned to the parent/guardian. Controlled substances will be handled in accordance with Illinois law and other applicable laws and regulations.

Any student who has committed an expellable offense, who has been charged or convicted of a felony off school property, who has been administratively assigned when transitioning from a Level program through the Department of Juvenile Justice, or who has been administratively assigned to an alternative educational setting in lieu of expulsion, will not be allowed on any other Proviso Township High School District 209 property, nor be allowed to participate in the extracurricular activities of any other school for the duration of the student's enrollment in the alternative program.

The recommendation for expulsion may be placed on the consent agenda of the next possible School Board meeting. The assignment/placement in an alternative program in lieu of expulsion precludes enrollment at any other School District of Proviso Township High Schools and the assignment in the alternative program is a mandatory attendance assignment. If the student fails to attend the alternative program to which he or she has been assigned in lieu of expulsion then, upon notification from the alternative program to the Superintendent, the Superintendent shall bring the matter back before the School Board for reconsideration of expulsion, because the expulsion procedures shall only be deemed to be held in abeyance pending the required attendance by the student at the alternative program and successful completion of the program by the student for the prescribed period of the assignment.

Notwithstanding the general requirement that permission must be obtained from the School Board for the student to withdraw from the assigned alternative educational program, the Superintendent of Schools or designee, upon written application of the student, parent, or legal guardian may, on the basis of the following documented circumstances or hardships, grant permission for the student to withdraw from the assigned alternative program.

- Medical hardship as documented by a signed statement from a licensed physician that describes in detail the nature of the medical or psychiatric condition that requires withdrawal.
- The parents or guardian provide documentation that a home is being built, purchased, or leased outside the school district and the family must relocate, including the student, outside of the Proviso Township High School District 209. Documentation should be a lease, contract, or deed (as applicable), but the Superintendent may accept an affidavit that sets out the facts supporting this basis for a withdrawal.
- Withdrawal will be permitted for the student to attend a level program or facility of incarceration as ordered by the Illinois Department of Juvenile Justice and Illinois court.

The parent or legal guardian of a student who is not approved by the Superintendent of Schools, or designee, for withdrawal from the assigned alternative educational program for reasons of hardship as provided above, may appeal the decision of the Superintendent to the School Board. Pending the appeal hearing and decision of the School Board, the Superintendent's denial of an application for withdrawal shall be valid and binding, and any withdrawal will be processed for expulsion. In all instances in which a withdrawal is permitted in lieu of expulsion, the Superintendent shall place in the student's record a statement that the School Board assigned the student to an alternative educational placement in lieu of expulsion.

### **Recommendation for Expulsion - Special Education Student (SPED)**

Any recommendation for expulsion of any Special Education Student shall be made in accordance with the rules promulgated by the State Board of Education and Federal Regulations outlined in the Individuals with Disabilities Education Act (IDEA). Specific information may be obtained from the Office for Civil Rights by calling 312-730-1560.

### **Student Academic and Disciplinary Records**

The **permanent** record of a student consists of basic identifying information, academic transcript, and attendance record, record of release of permanent information, health form, college entrance examination scores, and extracurricular activities. These records are kept by the school for no less than sixty (60) years after graduation or the student otherwise withdraws from the District. The parents of a student 17 years of age or younger and all students 18 years of age and older have the right to inspect and copy this record. The **temporary** records of a student consist of disciplinary information and other verified information of clear relevance to the education of the student. These records will be destroyed five (5) years after graduation or the student otherwise withdraws from the District.

Copies of records will be issued to parents and/or students 18 years of age and older at the time of the written request for the cost of duplicating each page, not to exceed \$0.35. Additional guidelines are located in the Main Office.



## **Student ID Cards, School Dress Code & Student Appearance**

### **Student ID Cards**

All students must wear student identification cards (IDs) on a lanyard around the student's neck that is visible at all times during the school day. Students in violation of this rule will receive appropriate disciplinary consequences.

### **School Dress Code & Student Appearance**

Proviso Township High Schools recognize that there are individual differences among students, and that the major responsibility for acceptable dress and grooming lies with the individual student and the parents/guardians. Students may not dress in a manner disruptive to the educational process or that threatens the health, safety, welfare, or property of themselves or others. The following dress code guidelines have been put in place to assist in attaining a safe and educationally conducive environment at Proviso West High School. These guidelines are not meant to restrict the wearing of religious attire. Exceptions to these guidelines may be approved for individual students due to medical conditions, with a doctor's note verified by the school nurse.

The administration reserves the right to determine if a student's appearance constitutes or may constitute a disruption to the educational environment. Some specific guidelines concerning school dress include:

- A. For reasons of health and safety, all students shall wear footwear. All flip flops, slides, sandals without heel straps, and cleated shoes are prohibited.



- B. No hats, shower caps, night caps, or other items covering the head may be worn and must be placed in the student's locker during the school day.
- C. Hooded sweatshirts may be worn, but the hoods may not be worn over the head while in the building.
- D. No outerwear style coats shall be worn in the building.
- E. No sunglasses shall be worn in the building.
- F. Accessories that could be used as weapons are expressly forbidden.
- G. Clothing which displays gang symbols, gang affiliation, or other gang references is prohibited.
- H. Clothing that is considered revealing is prohibited. Such clothing includes but is not limited to bare midriffs, crop tops, sagging pants, short shorts, short skirts, see-through or mesh items, etc. Undergarments must not be visible.
- I. The hem of shorts or skirts when worn at the waist must extend lower than the student's fingertips when held at the side with arm and fingers extended.
- J. Clothing that contains insignia, symbols, or words that are likely to offend members of any race, sex, religion, nationality, or ethnic group is prohibited.
- K. Clothing that depicts or advertises alcohol, drugs, cigarettes, or other substances or activities that would be illegal for high school students is prohibited.
- L. Clothing that contains messages or symbols that include inappropriate language are prohibited. Such items include but are not limited to those that contain language, messages, or symbols of a sexual or suggestive nature.



## Internet, Technology & Publications

### Internet Acceptable Use

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Acceptable Use - Access to the electronic network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use. There is an acceptable use policy for users of the internet. A complete copy of the Board Policy is available at the district website or in the Superintendent's office.

Privileges - The use of the electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final. Any misuse of the internet or technology resources by students or staff shall result in the denial, revocation, or suspension of access, disciplinary action, and/or appropriate legal action.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Examples of misconduct include, but are not limited to, the following:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law.
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused.
- Downloading of copyrighted material for other than personal use.
- Using the network for private financial or commercial gain.
- Wastefully using resources, such as file space.
- Hacking or gaining unauthorized access to files, resources, or entities.
- Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph.
- Using another user's account or password.
- Posting material authored or created by another without his/her consent.
- Posting anonymous messages.
- Using the network for commercial or private advertising.

- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material.
- Misrepresenting yourself or others.
- Spreading computer viruses.
- Using encrypted communication.
- Vandalizing the data of another.
- Violating the rights of others, including revealing personal information of others.
- Degrading, disrupting, or destroying systems and/or equipment.
- Conduct, which is contrary to the criminal code of the State of Illinois.
- Using the network while access privileges are suspended or revoked.

Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite.
- Do not become abusive in messages to others.
- Use appropriate language.
- Do not swear, or use vulgarities or any other inappropriate language.
- Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- Recognize that electronic mail (e-mail) is not private.
- People who operate the system have access to all mail.
- Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in any way that would disrupt its use by other users.
- Consider all communications and information accessible via the network to be private property.

No Warranties - The school and district make no warranties of any kind, whether expressed or implied, for the service it is providing. The school and district are not responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school and district specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Indemnification - The user agrees to indemnify the school and District for any losses, costs, or damages, including reasonable attorney fees, incurred by the school or district relating to, or arising out of, any violation of these procedures.

Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Any user identified as a security risk may be denied access to the network.

Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules - Copyright law prohibits the republishing of text or graphics found on the Web without explicit written permission.

For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source. Students engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

Use of Email – The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.

Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum. Electronic messages transmitted via the school district's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the school district. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school and district. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted. Use of the School District's email system constitutes consent to these regulations.

### **Guidelines for Student Distribution of Non-School Publications**

A student or group of students seeking to distribute more than 10 copies of the same material on one or more days to students must comply with the following guidelines:

1. The student(s) must notify the Building Principal of the intent to distribute, in writing, at least 24 hours before distributing the material. No prior approval of the material is required.
2. The material may be distributed at times and locations selected by the Building Principal, such as, before the beginning or ending of classes at a central location inside the building.
3. The Building Principal may impose additional requirements whenever necessary to prevent disruption, congestion, or the perception that the material is school-endorsed.
4. Distribution must be done in an orderly and peaceful manner, and may not be coercive.
5. The distribution must be conducted in a manner that does not cause additional work for school personnel. Students who distribute material are responsible for cleaning up any materials left on school grounds.
6. Students must not distribute material 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 the students' maturity level, 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 Handbook;
  - Is reasonably viewed as promoting illegal drug use;
7. A student may use the School District's Uniform Grievance Procedure to resolve a complaint.
8. Whenever these guidelines require written notification, the appropriate administrator may assist the student in preparing such notification.

A student or group of students seeking to distribute 10 or fewer copies of the same publication on one or more days to students must distribute such material at times and places and in a manner that will not cause substantial disruption of the proper and orderly operation and discipline of the school or school activities and in compliance with this student/parent handbook.

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous;
3. Is socially inappropriate or inappropriate due to the maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds.

The distribution of non-school-sponsored written material must 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 material is endorsed by the School District.

### **Electronic Devices**

Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this

policy or by the Building Principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used in locations and at times approved by the Building Principal; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals. During the school day, cell phones must be turned off, secured, and out of sight.

Failure to comply with these rules will result in the following actions:

- Offense 1. Student will be issued a verbal warning. If a student violates this policy and their electronic device is taken, the student must produce their I.D. and it must match the I.D. number given to the electronic device.
- Offense 2. Student's electronic device may be bagged and tagged, and the student's parent/guardian will be required to pick up the device in the Principal's office following a parent/teacher/Principal conference.
- Offense 3. Student's bagged and tagged electronic device may be held until the end of the semester and picked up by a parent or guardian.

Proviso West High School is not responsible for the loss or theft of personal property, including electronic devices. Use of electronic devices for educational purposes during instructional time will be at the sole discretion of the classroom teacher. Students are prohibited from using electronic devices in any manner that disrupts the educational environment or violates the rights of others. Including but not limited to, Videotaping and/or picture taking.

### **Technology Acceptable Use Policy**

This is a summary of the Proviso Township High School District, 209 Technology Acceptable Use Policy. I understand that:

- The primary purpose for access is educational, and as such, educational purposes shall take precedence over others.
- Access is a privilege and not a right. I accept that inappropriate behavior may lead to penalties including rescinding accounts, disciplinary action, and/or legal action.
- Proviso Township High Schools makes no claim of privacy. Software, files, and email may be reviewed.
- I am not allowed to play games, use chat rooms, and download executable programs or music without authorization.
- I will not participate in the transfer of inappropriate or illegal materials through the Proviso Township High School Network.
- I will not allow other individuals to use my account for network activities, nor will I give anyone my password.
- I may not connect my personal computer, sever, or digital devices to the school network without authorization.
- I may not access, submit, post, publish or display any defamatory, inaccurate, abusive, obscene, profane sexually oriented, threatening, racially offensive, harassing, or illegal material.
- I may not disclose, use, or disseminate personal information regarding minors (students) without the expressed consent of the parent or legal guardian.



## **Search and Seizure**

### **Search and Seizure**

In order to maintain order safety 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 liaison police 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 Building Principal may request the assistance of law enforcement officials to conduct 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, knapsacks, 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 school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

### Seizure of Property

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



## **Athletics and Extra-Curricular Activities**

### Athletic Rules and Code of Conduct

The Athletic Code applies to all students who want to participate in athletics. Athletics includes competitive sports, extracurricular activities, and cheerleading and pom-poms. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student athletes and cheerleaders.

Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.

### IHSA

Eligibility for most athletics is also governed by the rules of the Illinois High School Association and, if applicable, these rules will apply in addition to this Athletic Code. In a case of a conflict between IHSA and this Athletic Code, the most stringent rule will be enforced.

### Eligibility

To retain athletic eligibility, an athlete must have passed 25 semester hours of academic course work or 5 academic courses in the semester preceding his or her athletic eligibility and must have passed 25 semester hours of academic course work or 5 academic courses in the week preceding his or her athletic eligibility.

### Requirements for Participation

The following procedures shall be used in implementing District 209 policy regarding academic criteria for participation in extracurricular and co-curricular athletics and activities. An athlete must have the following fully executed documents on file at the school office before the athlete's first participation in any activity:

1. A current physical examination report completed by a physician licensed in Illinois to practice medicine in all its branches which finds the athlete is physically able to participate; and
2. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or guardian; and
3. A signed agreement by the student not to use any drugs on the IHSA's most current banned drug classes list and an agreement to take part in random testing for these substances.
4. A signed agreement by the student's parent/guardian authorizing random performance-enhancing substance testing and recognizing the dangers of drug use.

5. A signed IHSA Medicine Acknowledgement and Consent Form, acknowledging information regarding concussions, symptoms, returning to play too soon, and IHSA Clearance Policy.

Coaches and school officials will impose disciplinary measures appropriate to the offenses committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of the coaching staff and school officials.

### **Student Athlete Concussions and Head Injuries**

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. The School will follow return-to-play and return-to-learn protocols developed by the District's Concussion Oversight Team. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has completed the District's return to play protocol.

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

Except with respect to prescription drugs used by the person for whom such drugs were prescribed in the manner intended by the prescribing medical doctor, the possession, use, distribution, purchase, or sale of any alcoholic beverage, drug, drug paraphernalia, controlled substance, look alike, tobacco or tobacco product, or any other substance which, when taken into the human body is intended to enhance performance or alter mood or mental state, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing, regardless of the true nature or appearance of the substance, is prohibited in school buildings, on school buses and on all other school property or school related events at any time. This prohibition shall include all school sponsored or school related activities, whether held before or after school, evenings or weekends and shall additionally include a prohibition of use by a student athlete in any instance where the school can demonstrate a reasonable connection to the school program or school athletic program. For purposes of this procedure, students who are under the influence of prohibited substances shall be treated in the same manner as though they had prohibited substances in their possession.

### **Rules in Effect**

The rules set forth in this Athletic Code are in effect throughout the calendar year and 24 hours a day, whether or not school is in session and including vacation periods and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other locale. The rules apply from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of the athlete's athletic eligibility in all sports.

An athlete who is absent from school after noon on the day of an activity is ineligible for any activity on that day unless the absence has been approved in writing by the Principal. Exceptions may be made by the coach: 1) for a medical absence pre-arranged with the coach or 2) for a death in the athlete's family. An athlete who has one or more truanancies or who has been suspended from school may be suspended from participation in athletic activities by administration. An athlete who is absent from school on a Friday before a Saturday event may be withheld from Saturday activities at the sole discretion of the coach.

### **Travel**

All athletes shall travel to athletic events and return home from athletic events with the team on which the athlete competes by use of school approved means of transportation. A written waiver of this rule may be issued by a coach or administrator upon advance written request of an athlete's parent/guardian and provided the parent/guardian appears and accepts custody of the athlete. In no case shall a waiver be issued unless the alternate means of transportation anticipated by the waiver will be provided by the parent. Oral requests shall not be honored and oral permissions shall not be valid.

Any student athlete found to be in violation of this policy shall be subject to discipline in accordance.

## **Sports**

Proviso West High School is a member of the Illinois High School Association and the West Suburban Conference, Silver Division. Our athletic teams enjoy a proud heritage in sports' competition.

### **Fall (August)**

Boys – Cross Country, Football, Golf, and Soccer.

Girls – Volleyball, Cross Country, Golf, Cheer, and Tennis.

### **Winter (November)**

Boys – Basketball, Wrestling, and Indoor Track.

Girls – Cheer, Basketball, and Indoor Track.

### **Spring (March)**

Boys – Baseball, Tennis, Volleyball, and Outdoor Track.

Girls – Softball, Soccer, and Outdoor Track.

## **Co-Curricular Philosophy**

It is unlikely that any single aspect of the educational program of the school has a more positive impact on student school life satisfaction than participation in co-curricular activities. Success in school for many students is dependent upon the degree of their involvement in school-sponsored activities. Students who like school develop spirit and respect for their school, which enhances the academic drive and desire of these students. Recent studies have indicated that co-curricular involvement of students, during high school, is one of the greatest indicators of college success.

Numerous clubs, activities, and athletic teams, publications and service organizations provide Proviso West students opportunities to become involved. Through participation in these activities, a student can make new friends, compete, enrich his or her social life, and enlarge upon his or her educational experiences.



## **Clubs and Activities**

**AFRICAN-AMERICAN CLUB** promotes the positive aspects of the African-American culture. The club strives to enhance the dignity, pride, self-respect, and motivation of youth by increasing their knowledge of their heritage and their culture.

**ANIME CLUB** is the study of different animation styles concentrating on the Japanese style. Students will increase their knowledge of Japanese culture, improve Anime drawing skills, and attend the annual Anime convention, A-Cen (Anime Central).

**ART CLUB** is intended to promote a positive attitude towards art by exposing members to various art-related experiences involving the school and community. By affording the students the opportunity to belong to a school organization, this club also functions to foster a sense of school spirit amongst its members.

**BAND** holds a long tradition of musicianship, accomplishment, and honor. With its four levels of potential involvement, the Bands offer each student a wide array of experience from the beginner to the advanced. The jazz bands, concert band, symphonic band, and beginning instrumental classes work together to compose the Proviso West Band Program.

**CHEERLEADERS** raise school spirit, cheer for all athletic school teams, help the community, and teach the fundamentals of good sportsmanship.

**CHESS CLUB** competes against other schools in many tournaments throughout the year, including the annual IHSA Chess Tournament. Besides competition, the Chess Club offers a place to socialize and enjoy a classic game that is played all over the world and dates back more than 1,000 years.

**DRAMA CLUB** produces three plays a year: a fall play, a children’s play, and a spring play. Rehearsals take place from 3:30 p.m.—5:30 p.m. Monday through Friday in the Cavanaugh Theatre. The goal of drama is to involve students both backstage and on stage in developing their talents and love of theater.

**FLAGS CORP** is an integral part of the Proviso West Marching Band. The Flag Corp provides coordinated routines to accompany the marching band, as well as perform at parades and other community events.

**GIRLS’ BASKETBALL CLUB** A club that consists of girls who are interested in basketball—many are basketball players from all levels (freshman through varsity). The club’s purpose is to promote teamwork and sportsmanship among its members.

**GIRLS’ LEAGUE** A service and social organization focusing on charity work through public and social service reaching out to those who have special needs at school or in our community.

**GRID IRON CLUB** Focuses on teamwork, sportsmanship, and development of football skills.

**HOME ECONOMICS RELATED OCCUPATIONS—H.E.R.O.** Designed for junior and senior students who are interested in pursuing careers in occupations related to home economics. Students hold regular, career-related, part-time jobs for their paid cooperative education work experience and participate in related classroom instruction. Classroom instruction focuses on providing students with job survival, career exploration, and other employment skills.

**HOOP CLUB** Provides students of various ability levels an opportunity to improve their basketball skills in a supervised setting. In addition, the club generates support for the basketball teams at Proviso West High School. Specifically, open gyms, training, and informal tournaments are sponsored by the Hoop Club.

**INDIVIDUAL EVENTS/SPEECH TEAM** Is an IHSA group which prepares students for competition in the speech and theater so that they may compete against other schools in the state of Illinois.

**JAZZ BAND** Offers training in technique and performances to the instrumental student interested in jazz. Jazz Band performs at concerts, school functions, and community activities.

**JUNIOR PANTHER WRESTLING CLUB** Is comprised of high school students who work with elementary and junior high students to help develop sportsmanship conduct and wrestling skills in preparation for high school competition and enjoyment.

**KEY CLUB** Is a service organization affiliated with the Westchester Kiwanis Club. The club’s main goal is to serve the school and community in whatever way possible. Besides serving others, the club does fundraising and also has fun. The fun activities include movie nights, mini-golf outings, picnics, sports night, and the annual district convention.

**LE CERCLE FRANCAIS** Is a world language club which fosters a multicultural understanding of the world through French culture study, foreign travel, social activities, and community service.

**MATH CLUB** Helps students practice math topics determined by grade level. Roughly once a month, there is a contest with other schools. It is the Math Club’s continuous goal to improve students’ math skills and Proviso’s standings in the North Suburban Math League and the West Suburban Conference.

**MOSAIC (LITERARY MAGAZINE)** Fosters student editors and staff as they advertise and collect student generated, original pieces of literature (prose and poetry), art, and photography. The editors and staff review, edit, and organize the very best writing, art, and photography from students into a literary magazine which is published annually in the spring and sold to the school community.

**MULTI-CULTURAL CLUB** educates the student body, staff, and community about cultures other than their own; to make people sensitive to differences in others’ cultures and background, and to promote self-esteem and esteem for one’s culture and one’s differences.

**MURAL** Staff plans, constructs, and completes the high school yearbook highlighting many activities.

**NATIONAL HONOR SOCIETY** Ranks as one of the oldest and most prestigious national organizations for high school students. This organization works to bring the achievement of outstanding high school students to the attention of their classmates, parents, and their communities. To be eligible for membership, both seniors and juniors must have a Grade Point Average of 3.0 at the time of induction. The candidates must also meet standards of character, leadership, and service to the community. The faculty and administration take an active part in member selection.



**ORCHESIS** Is a dance club that respects and encourages all forms of dance for performers and non-performers. Students meet Tuesdays and Thursdays from mid-October until mid-March and attend special workshops and rehearsals before performing. Non-performers work as stage crew. All members participate in fundraising activities and in organizing school parties and events.

**PANTHERETTES** Is an organization that supports our major athletic teams providing entertainment during the half-time shows of those contests. Our main displays are those of team dancing; Pantherettes also participate as the school's marching and drill team in conjunction with the marching band.

**PEER MEDIATION (PEACE TEAM)** A process in which students are trained to conduct a mediation process. This program gives students in a conflict a chance to sit face to face and talk uninterrupted, so each side of a dispute is heard. After the problem is defined, solutions are created and then evaluated. When an agreement is reached, it is written and signed by all parties involved. Mediation makes our school a more positive and enjoyable place to learn and to grow.

**PROFILE (STUDENT NEWSPAPER)** Consists of students who assign stories, conduct interviews, write and edit stories, and produce and distribute the student newspapers. They also have a role in fundraising for the paper through designing and selling advertisements for the paper.

**PROVISO GOSPEL SINGERS (PAWS)** Consists of students who are inspired to sing various types of praise music such as anthems and gospel, both traditional and contemporary. These students are gathered not only to sing but to also act as role models and mentors for other students who are interested in steadfast values. These goals are encouraged both in school and out of school. PAWS meets once a week.

**PROVISO MOVEMENT: PROVISO INTERPRETIVE PRAISE (PIP)** Gives glory and honor to the highest Power through the art of interpretive dance, mime, and music. Our expectation is to encourage all people through performances in expressions of gratitude.

**PROVISO MOVEMENT: PROVISO STEPPING ORGANIZATION (PSO)** PSO/Movement is a social organization established to help promote a more sophisticated student body through dance. PSO/Movement will participate in any school function as deemed by our sponsor and the administration.

**SNOWBALL** Is a prevention program operated for and by teens, with adult supervision. Its purpose is to bring together teenagers and experts to share information and to develop positive attitudes towards life. The program covers information about alcohol, drug use and misuse, and common teenage issues. "If I have a positive impact on you, you can have a positive impact on someone else and the effect snowballs."

**SOFTBALL CLUB** Organizes groups of players on different levels to have fun, improve their skills, and learn about softball.

**SPANISH CLUB/UNIDOS** Stimulates interest in the Spanish language and culture. Membership is open to any student who possesses a genuine interest.

**SPANISH HONOR SOCIETY** Consists of students who must have a high scholastic average in the higher levels of Spanish III and IV. This organization focuses on the academic achievements of outstanding foreign language students who also meet standards of character, leadership, and service to the community.

**STUDENTS AGAINST DESTRUCTIVE DECISIONS (S.A.D.D)** Is dedicated to addressing the issues of underage drinking, impaired driving, drug use, and other destructive decisions and killers of young people.

**STUDENTS ENDING ENVIRONMENTAL DESTRUCTION (S.E.E.D)** Focuses on the ecological welfare of our campus and our surrounding community.

**STUDENT COUNCIL** Is a student government organization that is divided into two main bodies: the Executive Board and the House of Representatives. The Executive Board is an elected group of six officers and their 20 selected members. This group carries out the planning and execution of the activities. Student Council runs and meets on a daily basis. The House of Representatives is made up of the elected class officers, selected club representatives, and class representatives. The House meets monthly and assists with events. Although the focus is student government, Student Council encourages school spirit and community service.

**SWIM CLUB** Consists of students who have an interest in aquatic activity or who would like to become lifeguards, instructors, or improve their own fitness. We meet after school in the pool area.

**TENNIS CLUB** Has three goals: to promote tennis skill development, to promote the enjoyment of tennis, and to encourage tennis competition within and without the club. The tennis courts are available to all members during the months of September, October, and March through August. Tennis socials are held monthly.

**THESPIANS** Is a nationally recognized organization for all those who love the theater. Students are encouraged to view school plays and to work in any capacity (i.e. as actor, stage manager, crew- member). Membership entitles students to receive a drama magazine and makes them eligible for scholarships.

**TRACK AND RUNNING CLUB** Provides an environment in which students can feel comfortable running, and being involved in other physical activities. It may be used to stimulate interest in girls' track outside of the season, but it is open to all students. Meetings take place in the Fieldhouse at 3:30 pm when needed.

**VOLLEYBALL CLUB** Seeks to develop sportsmanship and teamwork. We strive to include all athletes and students that are interested in acquiring more knowledge about power volleyball.

**WRESTLING CLUB** Provides students of various ability levels an opportunity to improve their wrestling skills in a supervised setting. It also supports the wrestling team.

### **Proviso West Fight Song**

**Come let us sing and raise our cheers  
Proviso West's our name  
That name will echo through the years  
We'll carry it to fame.  
For on we'll strive forevermore.  
We always will be true.  
And many victories we will score  
Proviso West for you.**

### **Co-Curricular Code of Conduct**

All students who participate in extra-curricular activities must acknowledge and accept the Code of Conduct. Students will be asked to sign a copy of The Code with their athletic coaches and/or club sponsors.

All students who participate in District activities acknowledge and accept the following Code of Conduct.

1. Students who violate the Discipline Code while participating in an extra-curricular activity shall be referred to the dean's office.
2. Students must be in full attendance on days of activities/competition in order to participate.
3. Students will not demonstrate inappropriate behavior toward any coach, sponsor, equipment manager, referee/umpire, official, opponent, spectator, and/or school faculty/staff.
4. Students agree not to wear any jewelry, (earrings, chains, rings, watches, etc.) during extra-curricular contests or events if prohibited by their coach or sponsor.
5. Students agree to attend and arrive on time to all scheduled extra-curricular events, contests, and practices.
6. Students agree to come to all practices and events properly dressed with all necessary equipment and prepared to work.
7. Students understand the importance of personal hygiene. Students agree to clean their uniforms.
8. Students will be financially responsible for all equipment/uniforms issued to them if damaged or not returned.
9. Students agree to make every effort to achieve a scholastic standing, which is above the minimum required by the Board of Education to participate in extra-curricular activities.
10. Students agree not to partake or have possession of the following items: tobacco, alcohol, narcotics or look-alike drugs. (Narcotics are any controlled drug or substance which is not prescribed by a physician for the student's use.)
11. Students agree not to participate in other types of anti-social behavior, examples of which are stealing, fighting, intimidating others, or assaulting others at any time, including while at school, school-sponsored events, extra-curricular and doing non-school related activities away from school.
12. Students agree not to be present at situations where anti-social behavior is occurring or may occur even if the student is not involved in the anti-social behavior. Examples of anti-social behavior are partaking of or

possessing narcotics, look-alike drugs or alcohol, fighting, intimidating others, stealing, assaulting others. Students agree to particularly avoid situations which could potentially result in their arrest.

13. Students whose conduct at any time, whether during any school related activity or during a non-school activity off school grounds, violates the extra-curricular Code of Conduct shall be eligible for any punishment, including suspension or dismissal from the extra-curricular activities.

### **NCAA Division I Eligibility Standards for Freshman College Entrants Division I Academic Eligibility Requirements 16 Core-Course Standards**

If you intend to enter a Division I college or university and play intercollegiate athletics, your NCAA initial eligibility will be evaluated using the 16 core-course standard. To be classified as a qualifier under this standard, you will need to:

Graduate from high school and have successfully completed 16 core courses as listed below and have a core-course grade-point average of 2.3 (based on a 4.0 scale) and a combined score on the SAT or a sum score on the ACT based on the new core GPA/test score index.

#### **DIVISION I - 16 CORE-COURSE STANDARDS**

- 4 - years of English
- 3 - years of mathematics (Algebra I or higher)
- 2 - years of natural/physical science (one must be a lab science)
- 1 - year of additional English, math or science
- 2 - years of social studies
- 4 - years of additional core courses (from any area listed above, or from foreign language, non-doctrinal religion or philosophy)

For a course to count toward the requirements above, the course must appear on your high school's list of approved core courses. You can find your high school's list by going to [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net).

#### **DIVISION II - 16 CORE-COURSE STANDARDS**

- 3 - years of English
- 2 - years of mathematics (Algebra I or higher)
- 2 - years of natural/physical science (one must be a lab science)
- 3 - years of additional English, math or science
- 2 - years of social studies
- 4 - years of additional core courses (from any area listed above, or from foreign language, non-doctrinal religion or philosophy)

#### **Some Important Things to Remember:**

- Maintain eligibility on your high school team, so you are actively participating in your sport while in high school.
- Participate in summer athletic programs related to your sport.
- You no longer can be certified as a partial qualifier.
- It is your responsibility to register with the NCAA clearinghouse junior year in high school.
- Send your ACT/SAT scores directly to the clearinghouse by marking 9999 on your test registration folder.
- Illinois Assessment of Readiness (IAR) scores are not clearinghouse eligible. In addition to the IAR, you will be required to take the ACT/SAT on a national test date.
- You must complete and mail a college application to the schools you are interested in.
- For further information contact [www.eligibilitycenter.org](http://www.eligibilitycenter.org), 1-877-262-1492, or see your high school guidance counselor.

### **Student Athlete Concussions and Head Injuries**

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. The School will follow return-to-play and return-to-learn protocols developed by the District's Concussion Oversight Team. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has completed the District's return-to-play protocol.



## Education of Children with Disabilities

### Special Education

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

Students who are found to be ineligible for special education services under the IDEA may be eligible for services under Section 504.

### English Learners

The District offers opportunities for resident English Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. The Superintendent or designee shall develop and maintain a program for English Learners that will:

1. Assist all English Learners to achieve English proficiency, facilitate effective communication in English, and encourage their full participation in school activities and programs as well as promote participation by the parents/guardians of English Learners.
2. Appropriately identify students with limited English proficiency.
3. Comply with State law regarding the Transitional Bilingual Educational Program (TBE) or Transitional Program of Instruction (TPI), whichever is applicable.
4. Comply with any applicable State and federal requirements for the receipt of grant money for English Learners and programs to serve them.
5. Determine the appropriate instructional program and environment for English Learners.
6. Annually assess the English proficiency of English Learners and monitor their progress in order to determine their readiness for a mainstream classroom environment.
7. Include English Learners, to the extent required by State and federal law, in the District’s student assessment program to measure their achievement in reading/language arts and mathematics.
8. Provide information to the parents/guardians of English Learners about: (1) the reasons for their child’s identification, (2) their child’s level of English proficiency, (3) the method of instruction to be used, (4) how the program will meet their child’s needs, (5) specific exit requirements of the program, (6) how the program will meet their child’s individualized education program, if applicable, and (7) information on parent/guardian rights. Parents/guardians will be regularly apprised of their child’s progress and involvement will be encouraged.

Parents/guardians will be notified of student placement for EL services within thirty (30) days of the beginning of the school year, or fourteen (14) days if the student enrolls mid-year. Parents/guardians have the right to opt out a child from an EL program or particular EL services. Any decision to opt out must be voluntary and based on a full understanding of rights, services available and benefits of services. If a parent/guardian opts a child out of EL programs or services, the child retains status as an EL learner. Students who are identified as ELs are required to participate in English Language Proficiency assessments each year until they achieve proficiency.



## Student Records & Privacy

### Student Records

#### Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records

The contact information for each School's Official Records Custodian follows:

Proviso East High School  
Ms. Deanna Adams 708-202-1614

Proviso West High School  
Ms. Shirley Magee 708-202-6314

Proviso Mathematics and Science Academy  
Ms. Marchanne Chambers 708-338-4192

This notice contains a description of your and your student's rights concerning school student records.

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The District maintains two types of school records for each student: *permanent* record and *temporary* record.

The *permanent* record includes:

1. Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s).
2. Academic transcripts, including grades, class rank, graduation date, grade level achieved, scores on college entrance examinations (except that a parent/guardian or eligible student may request, in writing, the removal from the academic transcript of any score received on college entrance examinations), and the unique student identifier assigned and used by the Illinois State Board of Education's Student Information System.
3. Attendance record.
4. Health record defined by the Illinois State Board of Education as "medical documentation necessary for enrollment and proof of dental examinations, as may be required under Section 27-8.1 of the School Code."
5. Record of release of permanent record information that includes each of the following:
  - a. The nature and substance of the information released.
  - b. The name and signature of the official records custodian releasing such information.
  - c. The name and capacity of the requesting person and the purpose for the request.
  - d. The date of release.
  - e. A copy of any consent to a release.
6. Scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12).

The *permanent record* may include:

1. Honors and awards received.
2. Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.

All information not required to be kept in the student permanent record is kept in the student *temporary record* and must include:

1. Record of release of temporary record information that includes the same information as listed above for the record of release of permanent records.

2. Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8).
3. Completed home language survey.
4. Information regarding serious disciplinary infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction.
5. Any final finding report received from a Child Protective Service Unit provided to the school under the Abused and Neglected Child Reporting Act; no report other than what is required under Section 8.6 of that Act shall be placed in the student record.
6. Health-related information, defined by the Illinois State Board of Education as “current documentation of a student’s health information, not otherwise governed by the Mental Health and Developmental Disabilities Confidentiality Act or other privacy laws, which includes identifying information, health history, results of mandated testing and screenings, medication dispensation records and logs (e.g., glucose readings), long-term medications administered during school hours, and other health-related information that is relevant to school participation, e.g., nursing services plan, failed screenings, yearly sports physical exams, interim health histories for sports.”
7. Accident report, defined by the Illinois State Board of Education as “documentation of any reportable student accident that results in an injury to a student, occurring on the way to or from school or on school grounds, at a school athletic event or when a student is participating in a school program or school-sponsored activity or on a school bus and that is severe enough to cause the student not to be in attendance for one-half day or more or requires medical treatment other than first aid. The accident report shall include identifying information, nature of injury, days lost, cause of injury, location of accident, medical treatment given to the student at the time of the accident, or whether the school nurse has referred the student for a medical evaluation, regardless of whether the parent, guardian or student (if 18 years or older) or an unaccompanied homeless youth ... has followed through on that request.”
8. Any documentation of a student’s transfer, including records indicating the school or school district to which the student transferred.
9. Completed course substitution form for any student who, when under the age of 18, is enrolled in vocational and technical course as a substitute for a high school or graduation requirement.

The *temporary* record may include:

1. Family background information.
2. Intelligence test scores, group and individual.
3. Aptitude test scores.
4. Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews.
5. Elementary and secondary achievement level test results.
6. Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations.
7. Honors and awards received.
8. Teacher anecdotal records.
9. Other disciplinary information.
10. Special education records.
11. Records associated with plans developed under section 504 of the Rehabilitation Act of 1973.
12. Verified reports or information from non-educational persons, agencies, or organizations of clear relevance to the student’s education.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age (“eligible students”) certain rights with respect to the student’s school records. They are:

**1. The right to inspect and copy the student’s education records within 10 business days after the day the District receives a request for access.**

The degree of access a student has to his or her records depends on the student’s age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. Parents/guardians or students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where the records may be inspected. The District charges \$0.35 per page for copying, but no one will be denied their right to copies of their records for inability to pay this cost. The District may extend the time to respond to a request for access by five (5) additional business days.

These rights are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c and 10/5a, and 750 ILCS 60/214(b)(15).

**2. The right to have one or more scores received on college entrance examinations removed from the student's academic transcript.**

Parents/guardians or eligible students may have one or more scores on college entrance exams deleted from their student's academic transcript. Students often take college entrance examinations multiple times to improve their results. Test publishers provide the results from each examination taken to the student's high school. Schools must include each of these scores on the student's transcript, which may result in the academic transcript having multiple scores from a single college entrance exam. A parent/guardian or eligible student may not want certain scores to be sent to postsecondary institutions to which the student applies. The District will remove scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be removed.

**3. The right to request the amendment of the student's education records that the parent(s)/ guardian(s) or eligible student believes are inaccurate, irrelevant, or improper.**

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, irrelevant, or improper. They should write the Building Principal or the Official Records Custodian, clearly identify the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parents/guardians or eligible student, the District will notify the parents/guardians or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

**4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to employees or officials of the school, the District or the Illinois State Board of Education with legitimate educational or administrative interests, in furtherance of such interests. An official of the school or the District is a person employed by the school or the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a volunteer; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, or evaluator); or any parent(s)/guardian(s) or student(s) serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Individual Board members do not have a right to access school student records merely by virtue of their office unless they have a current demonstrable educational or administrative interest in the student and seeing his or her record(s) would be in furtherance of the interest.

An official of the school or the District has a legitimate educational interest if the official needs to access to school student records and/or student record information in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge: (1) academic grades, or (2) references to expulsions or out-of-school suspensions.

Additional disclosures may be permitted by law. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

**5. The right to a copy of any school student record proposed to be destroyed or deleted.**

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent(s)/guardian(s) or to the student, if the student has succeeded to the rights of the parent(s)/guardian(s). Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

**6. The right to prohibit the release of directory information concerning the parent's/ guardian's child.**

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Grade level
- Birth date and place
- Parent(s)/guardian(s)' names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

*Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30 days of the date of this notice. No directory information will be released within this time period, unless the parents/guardians or eligible student is specifically informed otherwise.*

No photograph highlighting individual faces is allowed for commercial purposes, including solicitation, advertising, promotion or fundraising without the prior specific, dated, and written consent of the parent/guardian or student, as applicable; and no image on a school security video recording shall be designated as directory information.

**7. The right to request that military recruiters or institutions of higher learning not be granted access to your secondary school student's name, address, and telephone numbers without your prior written consent.**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parents/guardians, or student who is 18 years of age or older, request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the Building Principal where your student is enrolled for further instructions.

**8. The right contained in this statement: 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 by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

**9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington DC 20202-4605

**10. The right to insert a statement.**

Parents/guardians have the right to insert in their child's school student records a statement of reasonable length stating their position on any disputed information contained in the record.





## Parental Right Notification

### **Student and Family Privacy Rights - Surveys**

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, assist students' career choices or be for the purpose of monitoring the quality of the District's educational programs. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

### **Surveys Created by a Third Party**

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

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

### **Survey Requesting Personal Information**

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

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

The student's parent(s)/guardian(s) may:

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

### **Instructional Material**

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

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

### **Physical Exams or Screenings**

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

The above paragraph does not apply to any physical examination or screening that:

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

### **Selling or Marketing Students' Personal Information Is Prohibited**

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

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

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's "personal information" to a business organization or financial institution that issues credit or debit cards.

### **Notification of Rights and Procedures**

The Superintendent or designee shall notify students' parents/guardians of:

1. This policy as well as its availability upon request from the general administration office.
2. How to opt their child or ward out of participation in activities as provided in this policy.
3. The approximate dates during the school year when a survey requesting personal information, as described above, is scheduled or expected to be scheduled.
4. How to request access to any survey or other material described in this policy.

This notification shall be given parents/guardians at least annually, at the beginning of the school year, and within a reasonable period after any substantive change in this policy.

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

### **Pesticide Application Notice**

Any parent/guardian of a student may request to receive a written notice before any pesticide, other than an antimicrobial agent such as a disinfectant, or an insecticide or rodent bait, is used in the school building or on school grounds. Parents or guardians requesting written notice must submit such request in writing to the Office of Business Administration to the attention of: The Proviso Township Business Office. The Business Office will give at least two business days advance notice of any applications of pesticides. Notice may be given to the individual person who requests it or to all parents and guardians through newsletters, bulletins, calendars or some other general correspondence.

### **Violent Offender Community Notification**

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)

You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: [www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/).

### **Photograph/Video Disclaimer**

Subject to the provisions regarding directory information above, Proviso Township High Schools District 209 retains the right to use photographs, videotapes, digital or any other reproduction of students in the District. District 209 may publish or record these items in various manners, including but not limited to the following: annual reports, students' handbooks, student newspapers, local television stations, community newspapers, the District's Web Site and the student album. These publications or records will be widely distributed and the School District may also, within its discretion, release items to third parties for publication or recordings.

The District maintains an opt-out procedure for photograph and video identification permission; parents/guardians need only notify the District if they wish to *deny* the District and media the right to identify a child in any published photographs or videos. General images of children in which no student is identified do not require parental permission.

### **Student Grievance Procedures**

No student shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other educational program. If such action should occur, a grievance procedure may be initiated. A grievance is a difference of opinion raised by a student or a group of students involving: 1) a difference of treatment; 2) the meaning, interpretation, or application of established policies; 3) the application of the legal requirements of the civil rights legislation.

The following procedural steps should be adhered to concerning possible grievance:

STEP 1: The student(s) and parent(s)/guardian(s) should discuss the matter with a teacher, a department chairperson, or an Assistant Principal, and the person(s) directly responsible for the grievance issues within five (5) days of the time when a reasonably alert person should be been aware of the event giving rise to the grievance. An oral response must be made with five (5) days.

STEP 2: If the problem is not resolved, the grievance should be referred informally to the Building Principal. A meeting will be held within five (5) days from notification of the referral and an oral response made within five (5) days.

STEP 3: If the grievance is still not resolved, it should be submitted in writing within ten (10) days to the Equal Opportunity Coordinator for Title IX and Section 504. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be documented. Extra time, if needed, can be mutually agreed upon. Time limits refer to days when school is in session. A meeting must be held between the grievant and the district representative within ten (10) days and a written response made with five (5) days.

*Due process shall exist throughout the procedure with the right to: 1) representation; 2) present witnesses and evidence; 3) confidentiality; 4) review relevant records; and 5) proceed without harassment and/or retaliation.*

### **Teacher Qualifications**

Parents/guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

### **Homeless Child's Right to Education**

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent/guardian of the homeless child has the option of either:

1. Continuing the child's education in the school of origin (the school in which the student was enrolled when last permanently housed, or the school in which the student was last enrolled) for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

There is no specific time limit on how long a child or youth can be considered homeless. Whether a child meets the definition of being homeless depends on their living situation and individual circumstances.

**School Visitation Rights**

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.