

JTHS STUDENT  
**HANDBOOK**  
2019-2020



# Joliet Township High School

## District 204

### Central Campus

201 East Jefferson Street  
Joliet, IL 60432  
815-727-6750  
(Attendance: 815-727-6801)

### West Campus

401 North Larkin Avenue  
Joliet, IL 60435  
815-727-6950  
(Attendance: 815-727-6900)

### Pathways Campus

110 North Collins Street  
Joliet, IL 60432  
815-727-6810

### Transition Center

131 North Collins Street  
Joliet, IL 60432  
815-727-6807

### Transportation Center

3901 Olympic Boulevard  
Joliet, IL 60431  
815-727-6873

JTHS Internet Homepage: [www.jths.org](http://www.jths.org)

**JTHS Information Line:** In an emergency situation, please do not contact the school directly because this blocks phone lines. JTHS will deliver emergency information in a variety of ways including phone messages, email, website, social media, print media, radio and more. In addition, JTHS has a phone line to direct parents to these mediums when phone messages are delivered. The JTHS Information Line phone number is: 815-724-1800.

**School Violence Tip Line:** JTHS believes in a proactive approach to school security. Parents and students can contribute greatly to school security and safety. Please call the School Violence Tip Line at 1-800-477-0024 if you know of a security or safety issue. This is a way for students and parents to anonymously alert school officials of threats of violence in school.

#### Mission Statement

The mission of Joliet Township High School, a historically rich, unified and innovative learning community, is to empower every student to compete and contribute positively to our community and global society by providing a rigorous and personalized education through an academy environment.

#### Diversity Statement

Joliet Township High School District 204 is committed to cultivating an inclusive community that values and embraces diversity and respects the humanity of all people.

#### Our Beliefs

- Every human being possesses inherent worth.
- Individuals are responsible for their own actions.
- Diversity strengthens and enriches society.
- Life-long learning is necessary to thrive in a continuously changing world.
- People learn at different rates, in different ways, and in a variety of settings.
- High expectations positively influence performance.
- Motivation, perseverance, hard work, and a positive attitude strengthen the ability of an individual to reach potential.
- The family environment has a strong influence on the development of each of its members.
- Education is a shared responsibility among students, family, staff, and the community.
- An educated public sustains our democracy.
- Empathy, honesty, integrity and respect are essential in building and maintaining mutual trust.
- A safe environment is essential for every individual.
- High quality schools are essential to the quality of life for the whole community.
- All people can learn.

Joliet Township High School ensures equal educational opportunities are offered to students, regardless of race, color, national origin, age, gender, religion, disability, veteran's status, or marital status.

## ADMINISTRATION OF DISTRICT 204

### Board of Education

Dr. Tracy Spesia, President  
Mr. Frank Edmon Jr., Vice-President  
Mrs. Meg Cappel, Secretary  
Mr. Jim Allison  
Mr. Angel Contreras  
Mr. Matthew Kennedy  
Mrs. Michelle Stiff

The Board of Education meets on the 3rd Tuesday of each month. If you would like to formally address the Board, you may call the Superintendent's Office for details.

#### BOARD OF EDUCATION REGULARLY SCHEDULED MEETINGS - 2019-2020

July 16, 2019	January 21, 2020
August 20, 2019	February 18, 2020
September 17, 2019	March 17, 2020
October 15, 2019	April 21, 2020
November 12, 2019	May 19, 2020
December 17, 2019	June 16, 2020

#### DISTRICT ADMINISTRATIVE STAFF

JOLIET TOWNSHIP HIGH SCHOOL  
300 CATERPILLAR DRIVE  
JOLIET, IL 60436

Dr. Charles M. (Mike) Hanson, Superintendent (815-727-6970)  
Dr. Karla Guseman, Assistant Superintendent for Educational Services (815-727-6972)  
Dr. Ilandus Hampton, Assistant Superintendent for Business and Personnel (815-727-6960)

Joe Lopez .....	Director of Buildings and Grounds .....	815-727-6991
Kristine Schlismann .	Director of Community & Alumni Relations .....	815-727-6967
Karen Harkin .....	Director of Information Technology Services .....	815-727-6814
Brian Conant .....	Director of Curriculum .....	815-727-6985
Paul Oswald .....	Director of Curriculum .....	815-727-6806
Dianne McDonald ...	Director of Curriculum .....	815-727-1073
Chris McGuffey .....	Director of Curriculum .....	815-774-1655
Nicole McMorris .....	Director of Curriculum .....	815-774-1611
Iman Ellis-Bowen .....	Director of Special Services .....	815-727-6984
Brett Marcum .....	Director of Strategic Partnerships .....	815-774-1692
Brian Shaw .....	Director of Support Services .....	815-727-6874

CENTRAL CAMPUS DIRECTORY

Principal .....	Shad Hallihan .....	727-6740
Assistant Principal for Educational Operations .....	Stephen Locke .....	727-6742
Assistant Principal for Support Operations .....	Tino Villaflor .....	727-6789
Building and Grounds Supervisor .....	Bart Mushro .....	727-6829
Deans .....	Brett Boyter .....	727-6716
	Eduardo Contreras .....	727-6710
	Marissa Fears .....	727-6792
	Christina Kosiek .....	727-6766
	Kelly Manning-Smith .....	727-6714
	Brian Reed .....	727-6712
Guidance Counselors .....	Andre Bouey .....	727-6858
	Natalie Eich .....	727-6731
	Lindsey Furczyk .....	727-6788
	Vivian Helwich .....	727-6746
	Jennifer Lemberg .....	727-6786
	Erika Martinez .....	774-1648
	Natalie O'Connell .....	727-6784
	Amanda Ringfelt .....	727-6781
	Aseneth Ruiz .....	727-6787
	Michael Russell .....	727-6782
Health Office .....	Judith O'Brien (School Nurse) .....	727-6780
	Beth Gentry (School Nurse) .....	727-6780
	Amy Carroll (Health Aide) .....	727-6724
Pupil Personnel Services Coordinator .....	John Randich Jr. ....	727-6736
Student Athletics .....	Jennifer Doede .....	727-6721
Freshman Academy Coordinator .....	Robin English .....	727-6735
SLC Arts & Comm / Human Services Coordinator ....	Stephen Seper .....	727-6826
SLC STEM / Bus Mgmt & Info Sys Coordinator .....	Jeff Riley .....	727-6989
SLC Health & Medicine / Facilities Coordinator .....	Angel Hauert .....	727-6823
Special Services Coordinator .....	Constance Joubert .....	727-6775
AVAC / Transition Program Coordinator .....	Lynda Shanks .....	727-6807
Family Engagement Liaison .....	Alicia Rojas .....	727-6774

WEST CAMPUS DIRECTORY

Principal .....	Teresa Gibson .....	727-6941
Assistant Principal for Educational Operations .....	Jo Wooten.....	727-6942
Assistant Principal for Support Operations .....	Matt Narducci .....	774-1668
Building and Grounds Supervisor .....	Jeffrey Minott .....	727-6026
Deans .....	Kristin Chally .....	727-6944
	Shelley Clark .....	774-1684
	Sue Harris .....	727-6912
	Scott Laken .....	774-1685
	Tecara Parker .....	727-6933
	Greg Thompson .....	727-6946
Guidance Counselors .....	Tiffany Alexander .....	727-6919
	Melanie Boseo .....	727-6954
	Jacquelyn Fitzgerald .....	774-1690
	Sandra Fredrickson .....	727-6934
	Yvette Justice .....	727-6936
	Christine Lipke .....	727-6937
	Alan Mart .....	774-1686
	Sharralyn Martin .....	774-1687
	Kevin Michaels .....	727-6938
Health Office .....	Susan Hurley (School Nurse) .....	727-6980
	Anne Savickus (School Nurse) .....	727-6980
	Mandy Fuentes (Health Aide) .....	727-6924
Pupil Personnel Services Coordinator .....	Patricia Sewing .....	774-1676
Student Athletics .....	Steven Millsaps.....	727-6920
Freshman Academy Coordinator .....	Maureen Pulaski .....	774-1688
SLC Arts & Communication / Facilities Coordinator ..	Richard Bain .....	774-1674
SLC STEM / Bus Mgmt & Info Sys Coordinator .....	Melissa Stapleton .....	727-6926
SLC Health & Medicine/Human Services Coordinator ..	Daniel Markun .....	727-6957
Special Services Coordinator .....	Andrea Parker .....	727-6949
Family Engagement Liaison .....	Lisa Guzman .....	727-6776

PATHWAYS CAMPUS DIRECTORY

Director .....	Jennifer Stansbury .....	727-6998
Dean .....	Brian Levicke .....	727-6815
Counselor .....	Sandra Campbell .....	727-6816

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## SCHOOL-WIDE COMPACT (AGREEMENT) TO IMPROVE STUDENT PERFORMANCE

The purpose of the School-wide Compact (Agreement) outline is to stress the cooperation of the student, the parent/guardian, and the school. The admitted cooperation of these three parties will help to improve student performance.

### As a student, I pledge to:

- Attend school regularly, be on time, and have the appropriate materials for class.
- Always try to do my best work.
- Work cooperatively with my classmates.
- Show respect for my school, other individuals, and myself.
- Obey school and bus rules and be responsible for my behavior.
- Come to school prepared with my homework completed on time.
- Talk to my family about school and what I am learning.
- Ask questions and ask for help when I need it.

### As the primary care giver, I pledge to:

- Monitor my student's school attendance and their reporting to class on time.
- Have high expectations for my son/daughter as an individual.
- Provide a home environment that encourages my student to learn.
- Insist that all homework assignments are completed on time.
- Communicate regularly with my student's teachers.
- Talk with my student about his/her school activities every day.
- Encourage my student to read at home and to monitor his/her TV viewing.
- Show respect and support for my student, his/her teachers, and the school.
- Help my student resolve conflicts in positive ways.
- Become involved in my student's school activities.
- Regularly monitor my student's progress.
- Encourage my student to ask questions and ask for help when they need it.
- Support the established homework, discipline and attendance policies of the District.
- Encourage my student to become involved in extra-curricular activities.
- Learn more about how I can better monitor my student's progress in school.
- Work with the educators to improve the achievement of my student.

### As teachers, support staff, and administrators, we pledge to:

- Provide a high quality curriculum and instruction.
- Provide a supportive and effective learning environment.
- Maintain high expectations for every student so that they meet the state's academic achievement standards.
- Show respect for each student, his/her family, and their cultural differences.
- Help each student grow to his/her fullest potential, both academically and as an individual.
- Help parents to better understand the state and local academic assessments and achievement standards.
- Clearly communicate classwork and homework expectations.
- Enforce school and classroom rules fairly and consistently.
- Maintain open lines of communication with students and their families.
- Seek ways to involve families in school programs and extra-curricular activities.
- Demonstrate professional behavior and a positive attitude.
- Be aware of students' needs and abilities.
- Encourage students to ask questions and ask for help when they need it.
- Provide training and materials to help families work with their student's to improve their achievement.
- Provide literacy training and/or technology training usage to families to foster better parental involvement.
- Work with families, as equal partners, so as to implement and coordinate appropriate family programs.
- Ensure that information related to school and family programs is to the extent practicable, in a language families can understand.

WHERE TO GO FOR:	Central	West
Attendance	Dean's Office	Attendance Office Room B234
Arrive Late/Leave Early Form	Dean's Office	Dean's Office
Broken Locker	Room 280	Security Office Room B125A
College Information	Guidance Office/Career Center	Guidance Office/Career Center
College Testing	Guidance Office	Guidance Office/Career Center
Community Service Form	Guidance Office/Principal's Office	Guidance Office/Main Office
Elevator Key	Principal's Office	Health Office
Fees - Information/Payment	Textbook Center	Main Office/Textbook Center
Free Lunch Form	Cafeteria	B101
Good Driver Form	Principal's Office	B101
Health Records	Health Office	Health Office
Illness	Health Office	Health Office
Intramural Sports	P.E. Office	P.E. Office
Parking Permit	Dean's Office	Main Office
Schedule Problem	Guidance Office	Guidance Office
School Bus Information	Principal's Office	B101
Scholarship Information	Guidance Office	Guidance Office
Sports Physical Form	Health Office/Principal's Office	Athletic Office
Student ID	Textbook Center	Main Office
Summer School Information	Guidance Office	Guidance Office
Testing Questions	Guidance Office	Guidance Office
Transcripts	Guidance Office	Room B129
Withdrawal from School	Dean's Office	Dean's Office

ACTIVITY BUS SCHEDULE:	Activity	Departure Time
After-school shuttle between schools		3:20 p.m.
Home from each school	Activities & Athletics	4:30 p.m.
Shuttle between schools	Activities & Athletics	5:45 p.m.
Home from each school	Activities & Athletics	6:00 p.m.

### Activity Bus Regulations:

1. Activity buses are operated for Joliet Township High School students only. Students must be enrolled in a school-sponsored program or be a participant/spectator at a school-sponsored activity.
2. Students should report directly to the bus loading area at the conclusion of the program/activity and ride the first available bus.
3. Students must show the driver a Joliet Township High School ID to get on the bus. Students without an ID may ride the bus if the coach/sponsor or security person completes a referral and the student gives the referral to the driver. The driver will forward the referral to the dean.
4. Students more than 1.5 miles from school should be dropped within three blocks of their home. Students who reside within 1.5 miles of the school should be dropped within five blocks of their home.
5. Activity routes operate in designated attendance areas only. Drivers are not allowed to transport students from one school attendance area to another. Students must ride activity buses from their respective school (i.e. West students cannot ride a Central bus unless pre-approved by the Transportation Office).

**CLASS SCHEDULE**

PERIODS	DAILY SCHEDULE
Period 1 (Freshmen only)	7:20 - 8:15
Period 2	8:20 - 9:15
Period 3	9:20 - 10:15
Period 4A	10:20 - 10:45
Period 4B	10:50 - 11:15
Period 5A	11:20 - 11:45
Period 5B	11:50 - 12:15
Period 6A	12:20 - 12:45
Period 6B	12:50 - 1:15
Period 7A	1:20 - 1:45
Period 7B	1:50 - 2:15
Period 8	2:20 - 3:15

\*Five minutes allowed for passing between periods.

\*Assembly Schedule to be provided by your campus.

**SCHOOL IMPROVEMENT SCHEDULE**

SCHEDULE A	TIME	SCHEDULE B
Period 1	11:20 - 11:45	Period 5A
	11:50 - 12:15	Period 5B
Period 4A	12:20 - 12:45	Period 6A
Period 4B	12:50 - 1:15	Period 6B
Period 3A	1:20 - 1:45	Period 7A
Period 3B	1:50 - 2:15	Period 7B
Period 2	2:20 - 3:15	Period 8

**SCHEDULE C  
SEMESTER EXAM SCHEDULE**

DAY 1			
Period 1	7:20 - 8:15	Period 5A	11:30 - 11:55
		Period 5B	12:00 - 12:25
Period 2 (exam)	8:20 - 9:35	Period 6A	12:30 - 12:55
		Period 6B	1:00 - 1:25
Period 3	9:40 - 10:25	Period 7A	1:30 - 1:55
Period 4A	10:30 - 10:55	Period 7B	2:00 - 2:25
Period 4B	11:00 - 11:25	Period 8	2:30 - 3:15

DAY 2 (EXAM PERIODS)		DAY 3 (EXAM PERIODS)	
Period 4	8:20-9:35	Period 3	8:20-9:35
Period 5	9:40-10:55	Period 8	9:40-10:55
Period 6	11:00-12:15	Period 1	11:00-12:15
Period 7	12:20-1:35	SIP/Make-Ups	12:20-3:15
Make-Ups	1:40-3:15		

**AMERICANS WITH DISABILITIES ACT**

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the District may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others.

The District will provide auxiliary aids and services where necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

The Superintendent or designee is designated the Title II Coordinator and shall:

1. Oversee the District's compliance efforts, recommend necessary modifications to the Board, and maintain the District's final Title II self-evaluation document and keep it available for public inspection, for at least 3 years after its completion date.
2. Institute plans to make information regarding Title II's protection available to any interested party.

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.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Superintendent, or designated Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure. The District's current Complaint Managers for the Uniform Grievance Procedure are:

- The Principal, Assistant Principals, or Director of the Pathways Campus, Joliet Central High School (Phone: 815-727-6750), Joliet West High School (Phone: 815-727-6950), or Pathways Campus (Phone: 815-727-6810)
- Pupil Personnel Services Coordinator, Joliet Central High School (Phone: 815-727-6750), Joliet West High School (Phone: 815-727-6950), or Pathways Campus (Phone: 815-727-6810)  
(School Board Polices 8:70 and 2:260)

**EMERGENCY E-LEARNING DAYS**

The Joliet Township High School Board of Education approved a plan to implement Emergency E-Learning Days beginning in the 2019-2020 school year.

E-Learning Days eliminate the loss of instructional time during unscheduled school closures. If an Emergency E-Learning Day is necessary, it would be considered a regular school attendance day and would not be made up at the end of the school year. The purpose of an Emergency E-Learning Day is to provide a continuum of learning for students in the event that school needs to close. Teachers will leverage the district's 1:1 technology resources to provide students with relevant, meaningful and manageable assignments that students can be engaged in when school has been cancelled. The goal is to minimize disruption to the academic progress caused by emergency school closures and to make emergency days as educationally productive and engaging as possible.

The Emergency E-Learning Plan outlines specific responsibilities for teachers, staff, and students. This includes making the announcement of an E-Learning Emergency Day no later than 5 a.m. the morning of the school closure. The announcement will be made through the standard modes of communication used by the school district, including text message, automated phone call, social media, and the Emergency Closing Center.

Per this plan, teachers will post attendance procedures and relevant class assignments for students to access by 9 a.m. the morning of the Emergency E-Learning Day. Assignments will be aligned to curricular objectives and will require no more than 50 minutes to complete per class. Teachers will be available to assist students online through their Learning Management Platform.

Student expectations include recording their attendance one time between 9:30 and 11 a.m. by navigating to [www.ex-amlogin.com](http://www.ex-amlogin.com) and entering in the provided attendance code. Students must then complete each class assignment. In the event of unforeseen circumstances, students should consult with their teachers. For example, students without access to power or the internet should see their teachers the following student attendance day.

JTHS Technology Support Staff will work from home and are available to assist students, parents, and staff with technical support on Emergency E-Learning Days. Students and parents should call 815-727-6860 for assistance or email [centralstudenthelpdesk@jths.org](mailto:centralstudenthelpdesk@jths.org) (Central Campus) or [weststudenthelpdest@jths.org](mailto:weststudenthelpdest@jths.org) (West Campus).

### EQUAL EDUCATIONAL OPPORTUNITIES

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

#### Sex Equity

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

Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the Board of Education's resolution of the complaint to the Regional Superintendent of Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

#### Administrative Implementation

The Superintendent shall appoint a Non-Discrimination Coordinator (Director of Human Resources). The Superintendent and Building Principal shall use reasonable measures to inform staff members and students of this policy and grievance procedure.

*(School Board Policy 7:10)*

#### Education of McKinney-Vento

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths. A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school. The Superintendent or designee shall review and revise rules or procedures that may act as barriers to the enrollment of homeless children and youths. Whenever a child and his or her parent/guardian who initially share the housing of another person due to loss of housing, economic hardship, or a similar hardship continue to share the housing, the Liaison for Homeless Children may, after the passage of 18 months and annually thereafter, conduct a review as to whether such hardship continues to exist in accordance with State Law. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act.

*(School Board Policy 6:140)*

### PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT

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

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

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

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

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

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying. *(School Board Policy 7:180)*

### Sexual Harassment Prohibited

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

1. denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. has the purpose or effect of:
  - a. substantially interfering with a student's educational environment;
  - b. creating an intimidating, hostile, or offensive educational environment;
  - c. depriving a student of educational aid, benefits, services, or treatment; or
  - d. making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. (*School Board Policy 7:20*)

### Bullying, Intimidation, and Harassment Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. The District uses the definition of bullying as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted. Additional resources and the associated form can be located using the following link: <https://www.jths.org/family-resources/report-bullying> (*School Board Policy 7:180*)

### Complaint Managers:

Mrs. Patty Sewing, PPS Coordinator  
401 N. Larkin Ave., Joliet, IL 60435  
psewing@jths.org  
815.774.1676

Mr. John Randich Jr., PPS Coordinator  
201 E. Jefferson St., Joliet, IL 60435  
jrand@jths.org  
815.727.6736

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

The Superintendent or designee shall investigate whether a reported act of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, which may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
  - a. The frequency of victimization;
  - b. Student, staff, and family observations of safety at a school;
  - c. Identification of areas of a school where bullying occurs;
  - d. The types of bullying utilized; and
  - e. Bystander intervention or participation.The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.
12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
  - a. 2:260, Uniform Grievance Procedure. A student may use this policy to complain about bullying.
  - b. 6:60, Curriculum Content. Bullying prevention and character instruction is provided in all grades in accordance with State law.
  - c. 6:65, Student Social and Emotional Development. Student social and emotional development is incorporated into the District's educational program as required by State law.
  - d. 6:235, Access to Electronic Networks. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
  - e. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
  - f. 7:185, Teen Dating Violence Prohibited. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
  - g. 7:190, Student Discipline. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
  - h. 7:310, Restrictions on Publications. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.



## STUDENT RIGHTS AND RESPONSIBILITIES

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

Students may, during the school day, during noninstructional time, voluntarily engage in individually or collectively initiated, non-disruptive prayer or religious-based meetings that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, are not sponsored, promoted, or endorsed in any manner by the school or any school employee. Noninstructional time means time set aside by a school before actual classroom instruction begins or after actual classroom instruction ends. (*School Board Policy 7:130*)

## UNIFORM GRIEVANCE PROCEDURE

Students, parents/guardians, employees, or community members should notify any District Complaint Manager if they believe that the Board of Education, its employees, or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines under this procedure may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, "school business days" means days on which the District's main office is open.

### Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed.

### Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

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

Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education, which will make a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

### Decision and Appeal

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

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

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

(*School Board Policy 2:260*)

## STUDENT SERVICES AND INFORMATION

### CURRICULUM

**Community Service** - All students must complete the graduation requirement of forty (40) hours of community service in approved community or school programs. Such service will be directed toward the improvement of the physical, mental, or social state of others, and will earn no remuneration or credit and will not be a part of a regular school extra-curricular activity. (*School Board Policy 6:300*)

**Course Offerings** - Specific information concerning course offerings can be obtained in the publication Course Offerings at <https://www.jths.org/academics/course-offering-guide>. Curriculum and instructional materials may be reviewed by appointment with a counselor.

### Scheduling Process

1. Students will receive registration materials during the first semester so that parents will have the opportunity to discuss the career academy options and course selections with their students.
2. Each student will meet with the counselor to complete scheduling. Students will be given a copy of their course selections to take home to their parents.
3. Any questions regarding the course selections should be addressed to the counselor.
4. All requests for schedule changes must be received by the designated deadline.

**Schedule Change Requests** - Because the registration process for the next school year begins early in the school year, ample time is allowed for careful planning by counselors, parents, and students. Parents will have an adequate amount of time to review the student's schedule. Once student schedules are finalized by the deadline in the spring, students are permitted to make changes only when the changes fall within the established guidelines listed below:

1. A change due to summer school attendance.
2. A change due to failure in the prerequisite for the course a student has requested.
3. A change due to an unresolved scheduling conflict.
4. A change related to health problems. A written statement from the student's physician is required.
5. A change made to correct a scheduling error made by the school staff.

**Grading** - The semester grade will be determined by averaging the eighteen week grading period with the final exam.

100 - 90 = A	59 and below = F
89 - 80 = B	I = Incomplete
79 - 70 = C	WP = Withdrawal Passing
69 - 60 = D	

Students receiving an "I" have two (2) weeks in which to complete the work. It is the student's responsibility to contact the teacher with regard to completion of course requirements. If the requirements are not completed within two weeks, the grade becomes an automatic "F"

Students withdrawing from a class AFTER the first nine weeks of a semester, will receive a "WP" if passing the class at the time of withdrawing and an "F" if failing at the time of withdrawal. Student permanent records reflect semester grades only.

**Grade Point Average (GPA)** - Courses are designed as either weighted or unweighted. A weighted grade system is used at J.T.H.S to compute Grade Point Average (G.P.A.). Weighted grades take into account both student achievement and course difficulty. A grade weight is given to each course based upon its relative difficulty. (*School Board Policy 6:330*)

The following two-tiered weighting system will be used to compute Grade Point Average (G.P.A.).

Un-weighted Courses		Weighted Courses	
A	4	A	5
B	3	B	4
C	2	C	3
D	1	D	2
F	0	F	0

**Academic Recognition** - JTTHS has adopted a system of Cum Laude recognition based on the following GPA:

- 3.5 to 3.74 = Cum Laude
- 3.75 to 3.99 = Magna Cum Laude
- 4.0 = Summa Cum Laude

**Home Access Center** – We strongly encourage all parents to monitor progress on a regular basis through the Home Access Center (HAC). HAC is accessible over the internet and provides current information regarding students such as attendance, class work, discipline, interim progress, notes, registration, report cards, schedules and transcripts. Also, links are provided throughout for contacting each student’s teachers and counselor by email. Alerts can be setup for attendance, course average, class work, interim progress and report cards by choosing “My Alerts” from the drop down in the upper right hand corner under the account name. HAC is available at <https://hac.jtth.org/HomeAccess> or you can use the dropdown “Quick Links” option available in the upper right hand corner of our website at [www.jtth.org](http://www.jtth.org). For assistance, students can go to their main office and parents/guardians can either contact the Information Technology Services help desk by emailing [hachelp@jtth.org](mailto:hachelp@jtth.org) or by calling 815-774-7800.

**Failures** - Students who fail a course may only repeat a course one additional time during the regular school day. Options for recovering credit include:

- Summer School - highly recommended due to the consistency with JT curriculum.
- Correspondence Course - credit limit of two (2) per *School Board Policy 6:310*.
- JT Credit Recovery Program - if available.

## GRADUATION REQUIREMENTS

### 22 Credits Total are Required for Graduation

- English ..... 4 years  
(Taken sequentially)
- Math ..... 3 years  
(Must include a minimum of Algebra 1, Geometry, and Advanced Algebra)
- Science ..... 2 years  
(At least one credit must be in Biology)
- Social Science ..... 2.5 years  
(Credits must be in World Affairs or AP Human Geography, U.S. History, and American Government)
- Health ..... 1 semester
- Art/Career & Technical Education/Foreign Language/Music ..... 1 year  
(In any combination - proficiency in American Sign Language shall be considered an alternative to a world language)
- Physical Education (All students must be enrolled in and pass PE or ROTC each semester enrolled in school, except the semester of Health and the semester of Driver Education)
- Consumer Education (*Illinois Consumer Education Requirement* can be met by taking any of the following courses: Economics, Consumer Economics, Orientation to Business and Personal Finance, or any Cooperative Education course [2nd Semester] excluding Cosmetology – OR – by passing the Illinois State Board of Education Consumer Education Proficiency Test)
- All students must successfully pass the U.S. Constitution Test
- All students must take the mandated State assessments
- All students must have 40 hours of Community Service (Transfer students need 5 hours for each semester they are in attendance)

*(Graduation requirements are subject to change due to Illinois School Code and/or JTTHS Board Policy 6:300)*

## GUIDANCE DEPARTMENT

Students are assigned to a counselor who will counsel them during high school. The counselor will help those students to discover, develop, and use their potential and to explore the opportunities that are available to them. Students should feel free to make an appointment for a conference to discuss any area in which the counselor can assist. Students may enlist the services of any counselor in helping with personal or school problems. (*School Board Policy 6:270*)

Examples of services the counselor may provide are as follows:

- Individual problems, school, and life adjustments;
- Test information, interpretation, and use;
- Vocational development, job selection, and placement opportunities;
- Immediate and long-range school planning in relation to abilities;
- Educational and vocational planning beyond high school;
- Honors, awards, and school records;
- Scholarship information and other financial assistance for training;
- Transcripts, recommendations, and college applications; and
- School clubs, sports, and activities related to student’s own interests, aptitudes, and abilities.

### Transcript Request

To have official transcripts prepared to be sent to an institution or picked up, please complete the following steps:

1. Complete the Record of Release of Information. This form can be found in the school counselor’s office and only needs to be completed once. If you are not 18, this will require a parent/guardian signature.
2. Once completed, turn Record of Release of Information in to the appropriate secretary to have transcripts prepared.
3. The first transcript you order is free of charge. After the first transcript is ordered, each subsequent transcript is \$3. The fee must be paid before transcripts are prepared.
4. If you are picking transcripts up to send on your own, the secretary will let you know when they will be ready.

## HEALTH SERVICES

Health Services provides basic first aid. The goal of the Health Service office is to keep students in school. In the event that a student is too ill to remain at school, guardians will be contacted to arrange for the student to go home. Clearance to leave school will then be authorized. Any student sent home by Health Services for a contagious illness must be cleared by Health Services before being re-admitted to classes.

### Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student’s health and well-being. When a student’s licensed health care provider and parent(s)/guardian(s) 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 and otherwise follow the District’s procedures on dispensing medication. (*School Board Policy 7:270*)

No School District employee shall 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(s)/guardian(s). No student shall 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 policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. (*School Board Policy 7:270*)

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

### **Self-Administration of Medication**

A student may possess an epinephrine auto-injector (EpiPen®) and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The School 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 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 medication, or the storage of any medication by school personnel. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. (*School Board Policy 7:270*)

Health Services does not dispense medication, including aspirin. **A Consent Form for Physician-Prescribed Services must be completed and signed by a physician and parent before a student is allowed to bring medicine to school, whether it is prescription or non-prescription medicine. The Physician-Prescribed Services Consent Form must accompany the medication whether the use of the medication is for a long or short period of time.** (Forms are located on the school website at [www.jths.org](http://www.jths.org) on the following nurse pages).

[Central Nurse](#)

-

[West Nurse](#)

Only then will a self-administration schedule, through the health services office, be set for a student taking medicine at school. Physician-Prescribed Consent Forms are available through the campus Health Services office. It should be noted that any student taking medication three (3) times a day should make arrangements to take the medication at home before school, after school, and in the evenings. Medication should only be taken at school if it is specified by the physician on the Physician-Prescribed Services Consent form.

**Also, if the medication will be required to be taken beyond the present school year, then a new Consent Form for Physician-Prescribed Services must be brought in for each new school year. A consent form for Physician-Prescribed Services must be completed and signed by a physician and parent before a student is allowed to have unlimited bathroom breaks or access the elevator. The Physician-Prescribed Services Consent Form must accompany the specific request for the length of the accommodation.**

Except in emergencies, students will not be admitted to Health Services without the Health Office Permit obtained from the classroom teacher. Students without a valid reason for seeking service will be sent back to class. A conference may be arranged for any student in regard to a health problem.

**Automated External Defibrillator (AEDs)** - AEDs are located throughout the District. These defibrillators are automated for use on a victim's heart during a cardiac arrest. When cardiac arrest occurs, the heart starts to beat chaotically and can't pump blood. Early intervention, through the use of an AED, may help restore a normal heart rhythm to the victim. (*School Board Policy 4:170*)

**Emergency Form** - All students are to complete an emergency form, which will be maintained in the District computer system. The form must show telephone numbers of the parent's place of employment and should also include the number of a relative or neighbor to contact when parents cannot be reached in case of emergency. If emergency phone numbers change during the school year, parents/guardians should notify the school (Central Campus Principal's Office: 815-727-6750; West Campus Room B101: 815-774-1644).

**Health Service Hours** - Health Services is open during Periods 1-8. Should a student become ill during a time when Health Services is unattended, the student should report to the dean's office.

**Insurance** - At the beginning of school, each student will be given the opportunity to purchase a student insurance policy. There are three (3) plans available. Plan I provides for a nominal fee only for the period of time school is in session and one (1) hour before and after school for traveling. Plan II provides for greater benefits and is a twelve-month, 24 hours per day plan for a higher fee. Plan III is the insurance, which the Board of Education provides for athletes participating in all interscholastic sports. Parents who do not purchase student insurance (Plans I or II) will accept the responsibility for payment of medical bills in case of an accident.

**Physical Education Excuses** - All students are required by law to participate in daily physical education. Those students who are unable to participate in the regular physical education program must bring a written order from their doctor to Health Services. The Doctor's order must state any restrictions related to medical, surgical or injury and must include an end date or date of next appointment. Parent requests for a one (1) or two (2) day excuse are to be presented directly to the physical education teacher. (*School Board Policy 7:260*)

**Physical Examinations and Immunizations** - All freshman students are required by law to have a physical examination and present evidence of required immunizations that are in compliance with state law. A student who is not in compliance with health requirements will be excluded from school. Proof of immunization against meningococcal disease is required from students in grade 12, beginning with the 2015-2016 school year. (*School Board Policy 7:100*)

All transfer students are required to present evidence of the physical examination and required immunizations.

**Vision and Hearing Screenings** - All special education students will receive both vision and hearing screening evaluations annually. Parents will be notified if any problems or concerns are detected. (*School Board Policy 7:100*)

### **HOSPITAL/HOMEBOUND INSTRUCTION**

Hospital/Home Instruction will be provided to students when a signed physician's statement is submitted to the District indicating that the student will be absent from school for at least (10) ten days due to a medical condition. Arrangements for Hospital/Homebound Instruction can be made through the student's counselor.

### **LIBRARY MEDIA CENTERS**

The goal of the Library Media Center (LMC) is to service the total school population through resources, services, and facilities for learning and teaching. Students can visit the LMC before and after school, during their study halls and lunch periods, and with their classes. See library hours and visitation procedures posted in the library.

### **SPECIAL EDUCATION**

Joliet Township High School District 204 is committed to providing a Free Appropriate Public Education (FAPE) in the least restrictive environment for all students with disabilities who require an Individual Education Plan (IEP). The special education department offers all core courses required for graduation. Parents/guardians, students, and staff develop an educational program that meets the individual needs of the student at an IEP meeting. (*School Board Policy 6:120*)

### **SUMMER SCHOOL**

The Joliet Township High School summer school program begins in June and offers a variety of high school credit courses. Students may enroll in summer school after the start of the second semester of the current school year. Students need to secure a signature from their parent and counselor. Courses may or may not be offered, depending upon the number of students enrolled. The summer school program is self-supporting with most courses requiring tuition and fees.

## 2019-2020 FEE AND REFUND SCHEDULE

### \*\*\*\*\*INSTRUCTIONAL MATERIAL AND ACTIVITY FEE\*\*\*\*\*

<u>Registration Date</u>	<u>Full Time</u>	<u>Part Time</u>	<u>Activity Fee</u>
Entire School Year	\$160.00	\$115.00	\$25.00
<i>** \$25 Late Registration Charge will be added to students who do not pay fees and pickup student schedule during distribution week.</i>			
One Semester only	\$100.00	\$80.00	\$12.50
Prior to September 2, 2019	\$160.00	\$115.00	\$25.00
After September 2, 2019	\$150.00	\$105.00	\$25.00
After October 14, 2019	\$130.00	\$100.00	\$20.00

*Full Time:* Three classes or more *Part Time:* Two classes or less

*Activity Fee, Late Registration Charge and Parking Permit Fee are **NOT** included in district waivers.*

All students **MUST** pay the \$25.00 activity fee. The activity fee includes admission to athletic events, concerts and a subscription to the school newspaper. All fees must be paid prior to purchasing dance tickets or receiving an official transcript. Students who pay the Instructional Material fee and receive a District 204 fee waiver before September 2, 2019 will receive a refund. District fee waivers are valid for fees incurred after the waiver was approved. Prior fees will not be removed due to approval of a fee waiver. All waived fees will be reinstated for students who fail to meet the verification requirements of the National School Lunch Program. Students withdrawing from District 204 must return all textbooks and electronic devices in an acceptable condition.

### \*\*\*\*\*REFUND\*\*\*\*\*

<u>Drop Date</u>	<u>Full Time</u>	<u>Part Time</u>	<u>Activity Fee</u>
Prior to September 2, 2019	\$120.00	\$85.00	\$20.00
After September 2, 2019	\$100.00	\$75.00	\$15.00
After October 14, 2019	\$70.00	\$50.00	\$12.50
After January 6, 2020	\$50.00	\$30.00	\$10.00
After March 2, 2020	***** NO REFUND *****		
Transfer to Lincoln School	***** NO REFUND *****		
Transfer within the District	***** NO REFUND *****		
Transfer to Pathway Campus	***** NO REFUND *****		

### MISCELLANEOUS FEES

Late Registration Charge.....	\$25.00	- For active students who fail to report during schedule distribution week. Not included in fee waiver.
Parking Permit Fee .....	\$100.00	- All other fees must be paid prior to getting a permit. Refund: \$50.00 per <u>full</u> remaining semester. Not included in fee waiver.
Participation Fee (per sport).....	\$50.00	- No refunds. Participants will be charged a maximum of \$100 per year for participation fees. Included in fee waiver.
Participation Fee (per competitive activity)....	\$25.00	- No refunds. Participants will be charged a maximum of \$100 per year for participation fees. Included in fee waiver.
NSF Returned Check Fee.....	\$30.00	- Charge for checks returned to the school due to non-sufficient funds. Not included in fee waiver.
Student Re-entry/transfer fee.....	\$10.00	- Re-entering or transferring between District 204 schools. Not included in fee waiver.
Student changing between part time and full time:		
	First Semester	Second Semester
	Full time to part time	No refund
	Part time to full time	\$40.00 additional fee
		\$20.00 additional fee

### DRIVER EDUCATION & SUMMER SCHOOL FEES

#### \*\*\*\*\*COURSE FEE\*\*\*\*\*

#### \*\*\*\*\*REFUND\*\*\*\*\*

	<u>In-District</u>		<u>Out-of-District</u>		<u>In-District</u>		<u>Out-of-District</u>	
					Prior to 1 <sup>st</sup> class	Within 1 <sup>st</sup> two classes	Prior to 1 <sup>st</sup> class	Within 1 <sup>st</sup> two classes
Driver Education – full class (1 <sup>st</sup> attempt and repeats)	\$250.00	\$350.00	\$250.00	\$200.00	\$350.00	\$300.00		
Driver Education – Repeat Behind the Wheel ONLY	\$175.00	\$275.00	\$175.00	\$125.00	\$275.00	\$225.00		
Driver Education – Repeat Classroom ONLY	\$150.00	\$200.00	\$150.00	\$100.00	\$200.00	\$150.00		
Summer School Tuition/Material Fee (Summer 2020)	\$160.00	\$210.00			**No refund after 2 <sup>nd</sup> class**			

*In-District:* A resident of JTHS. *Out-of-District:* A non-resident of JTHS.

*Junior and senior students who qualify for the district fee waiver and enroll in DAY SCHOOL driver education qualify for a driver ed fee waiver. In the AFTER-SCHOOL and SUMMER SCHOOL driver education program, junior and senior students who qualify for a district fee waiver and are unable to enroll in day school driver education, will qualify for a driver education fee waiver. If a junior or senior who qualifies for a district fee waiver has an opportunity to take driver education during day school but elects to take the class after-school or in summer school, fee is NOT waived. Freshmen and Sophomore students do not qualify for driver education fee waivers. SUMMER SCHOOL waives \$10 material fee for students who qualify for the district fee waiver, all students must pay \$150 tuition.*

## 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 and other instructional materials are waived for students who meet the eligibility criteria for fee waiver contained in this policy. Junior and senior students who qualify for free meals and enroll in day school driver education may get driver education fees waived. In order that no student be denied educational services or academic credit due to the inability of parent(s)/guardian(s) 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 ISBE rule and that provisions for assisting parent(s)/guardian(s) complete the application are available.

A student shall be eligible for a fee waiver when:

1. The student is currently eligible for free lunches or breakfasts pursuant to 105 ILCS 125/1 et seq.; 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 District 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; or
- When one or more of the parent(s)/guardian(s) are involved in a work stoppage.

The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of the student's fee.

The District will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. A denial of a fee waiver request may be appealed to the Director of Support Services by submitting the appeal in writing within 14 days of the denial. The Director of Support Services shall respond within 14 days of receipt of the appeal. The decision may be appealed to the Assistant Superintendent of Business and Personnel. (*School Board Policy 4:140*)

## DISTRICT 204 REGULATIONS

### ACTIVITY REGULATIONS

**Activities - After-School** - No student organization is allowed in the school after 3:15 p.m. or on weekends unless a facility usage form has been submitted and approved. Sponsors must be present at any activity.

**Activities - Evening** - Activities sponsored by various organizations, which are primarily for the enjoyment of students, must be over by 11:00 p.m. on weekends, and 10:00 p.m. on school nights. Admission must be accompanied by a school ID. Students are expected to remain at the activity until they are ready to leave. Re-admission will not be allowed to students who leave and want to return. Students must leave the school premises within 15 minutes of the end of the activity.

**Activities - Dances, Concerts, or Other Social Events** - Dances or concerts must be scheduled through the Student Council. The sponsoring organization must check with the assistant principal for support operations for a tentative date.

The final date will not be approved until after the following are completed:

- Student Council approval;
- Completed dance/concert chaperone form submitted to the assistant principal; and
- Student Council clears the date with the assistant principal.

Guest procedures: students requesting to bring a guest who is not a current student at the school hosting the dance must complete and return a Guest Request Form for approval. The minimum grade level for all guests is the ninth grade and the maximum age is 20. School administration reserves the right to deny entrance to any student or guest.

### ARRIVALS

Freshman students arriving at school before 7:10 a.m. and upperclassmen arriving before 8:10 a.m. must report to the cafeteria. The only students who will be allowed into the main building before those indicated times are students with conference slips or passes to use the library and others with official business who report to the principal's office for a pass.

At Central campus, the primary student drop off and pick up is Eastern Avenue (west side of building). Students who must leave and/or return prior to the end of school (appointments, ill, etc.) must be picked up/dropped off at the Main Entrance.

At West campus, students should be dropped off and picked up only by the north gymnasium area. Dropping off students in the front of the building in the faculty parking lot and maintenance areas is prohibited.

### ASSEMBLIES

Assembly programs are scheduled at various times during the school year and are mandatory for all students. Since assemblies are held during class time, a sincere effort is made to select programs that are educational as well as entertaining.

Announcements will be made indicating when and where the assembly will be held. Students are expected to behave courteously. Only infants (accompanied by student or parent) from parenting, childcare classes, or the childcare center may be brought to an assembly.

## ATTENDANCE

**Regular attendance is essential for academic success. The state laws of Illinois are very specific concerning the matter of pupil attendance in public schools.** It is assumed that students will always be in school except for cases of illness or serious family crisis. The following provisions have been made to govern attendance policy (*School Board Policy 7:70*):

- If a student is absent or tardy to school, the parent or guardian must telephone the dean's office the same day stating the reason for the student's absence or tardiness (24 hour voice mail is available).
- The West attendance office telephone number is 815-727-6900.
- The Central attendance telephone numbers are:

<u>LAST NAME</u>	<u>DEAN</u>	<u>PHONE</u>
A – CK	REED	815-727-6718
CL – GRA	BOYTER	815-727-6717
GRB – LOP	CONTRERAS	815-727-6713
LOQ – OR	FEARS	815-727-6988
OS – SG	KOSIEK	815-727-6771
SH - Z	MANNING-SMITH	815-727-6851

- Failure to contact the dean's office by telephone on the day of non-attendance may result in an unexcused absence or tardy. The absence may also be considered truancy unless there is parental contact. In any case, parents are requested to call when they receive a truancy notice. At no time are students to leave the school campus while school is in session. No student may leave school before the regular day ends unless excused by the dean, scheduled for early release, or sent home by the health service. Any other early departures will be listed as truancy and will be treated as unexcused absences.
- In order for an absence to be considered excused, the student's parent/guardian must call the campus attendance telephone number to report the absence. Acceptable reasons for excused absences will include but may not be limited to:
  - Illness;
  - Death in the immediate family;
  - Family emergency;
  - Pre-arranged family vacation; and
  - Pre-arranged college visits.
- Unexcused absences/tardies will include, but may not be limited to:
  - Habitual car trouble;
  - No transportation;
  - Court/traffic ticket;
  - Oversleeping;
  - Truancy;
  - No parent call on absence;
  - Ditch days; and
  - Arriving tardy to the first period class without a proper pass.

### Excessive Absence (Full Day)

- A student will be limited to a total of ten (10) absences (excused or unexcused) per semester. When parents notify the campus prior to or on the same day of the absence, the student will be counted as excused.
- On the tenth absence there will be a review of the student's status. Unless there are extenuating circumstances, when a student accumulates eleven (11) full day absences (excused or unexcused), the student may be either dropped from the attendance roll or transferred to another District program. School personnel will review the absences prior to the student being dropped or transferred to another program. **Absences due to in-school suspensions, out-of-school suspensions and doctor or health care provider verified medical excuses for absences due to chronic illness will not be applied toward the 10-day absence count.**
- Medical documentation will be required to excuse extended absences of more than three (3) consecutive days or more than six (6) non-consecutive days per semester. The medical documentation must be submitted the day the student returns to school.
- Parents are encouraged to keep track of their student's absences. It is suggested that days out of school (excused or unexcused) are marked on a calendar at home. Teachers, deans, counselors and other school personnel will make every effort to keep parents informed of a student's absences.
- The District may deny enrollment to a student 18 years of age or older for one semester for failure to meet minimum academic or attendance standards, in accordance with applicable laws and State Board regulations.
- Absences including excused, unexcused, and special absences will be part of the ten-day total absences per semester. Extenuating circumstances may be reviewed by school personnel.

**Perfect Attendance** - Seniors with one, two, or three years of perfect attendance will be recognized at the Senior Awards Program at Central or the Senior Awards Program at West. Seniors with four years of perfect attendance will receive special recognition at graduation.

Perfect attendance means no absences for a full year. There are no exceptions. Seniors may not take a "ditch day." Such a day is not approved by the school board, and the absence is considered unexcused.

### Special Absences

- **College Visitation Days** - Juniors and seniors may use up to three (3) college visit days and must meet the following provisions:
  - A parent phone call is necessary;
  - A college adviser or counselor must verify the visit in writing. College printed material will not be accepted. These rules apply to all colleges or universities except for Joliet Junior College. Students are allowed only 1/2 day to visit JJC and must follow the above steps.
- **Court Appearances** - Family court visits to solve family problems or summonses to serve as a witness are generally excused. A summons for personal violations of the law will be judged on its individual merits to be excused or unexcused.
- **Family Vacation** - A written request, approximately two weeks before the specified date of absence, and a parent telephone call are necessary. Failure to observe this rule will result in an unexcused absence.
- **Inclement Weather Procedures** - When school must be closed due to an emergency, an announcement will be sent via the District School Messenger phone system, radio/television stations through the Emergency Closing Center ([www.emergencyclosings.com](http://www.emergencyclosings.com)), and local radio stations WJOL (1340AM), WSSR (96.7FM), WCCQ (98.3FM), and WRXQ (100.7FM). Parents and students may assume that school is open unless they hear a closure announcement on the radio. Parents and students are requested to listen to the radio rather than telephone the school. To the extent practical, school closures will be posted on Social Media and the District website: [www.jths.org](http://www.jths.org).
- **Medical and Dental Appointments** - Medical and dental appointments should be limited to times when school is not in session. If it becomes necessary for a student to be absent for a medical or dental appointment, pre-arranged notice must be given to the dean. In such situations, the parent must call the dean before the day of the appointment. A student will not be excused to provide transportation for another student. All-day doctor/dentist appointments will be unexcused unless verified as necessary by the doctor or dentist. (*School Board Policy 7:70*)

### ATTIRE

School authorities will not dictate dress or hairstyle EXCEPT when necessary to encourage a positive educational climate and an orderly operation of the school.

School personnel are responsible for the health and safety of each student while at school and for presentation of an atmosphere, which is conducive to learning. The school principal has full authority to take prudent action as necessary when a student's attire is such that it interferes with the learning of others; or a student's attire or hair style presents a danger to himself or others; or a student's appearance violates **commonly accepted community standards of decency**; or a student's bodily condition or mode of dress is detrimental to his or her health or the health of others.

### Student Attire Expectations:

All students are expected to be covered from shoulder to mid-thigh. Clothing must be clean and neat. Garments will have the appropriate length hem and shorts will be of appropriate length. Pants, shorts, etc. must be worn at the waist. Students must wear footwear.

Examples of **unacceptable** attire include, but are not limited to:

- Clothing that advertise alcohol, drugs, tobacco, gambling, promoting violence, or obscene or vulgar language.
- Students will not wear outdoor coats in class. Coats and jackets are to be kept in the students' lockers. If classrooms are chilly, sweaters should be worn. After sufficient notification, students who continue to wear coats and jackets in school will be referred to the dean's office.
- Wearing clothing in a revealing manner.
- Clothing with holes or slits that are inappropriate.
- Spaghetti strap/tank tops.
- Torso revealing or open mesh shirts.
- Students may not wear sunglasses or any item that may obstruct recognition such as hats, caps, hoods (hoodie) etc.
- Visible piercings are allowed but must be **removable**. Jewelry is prohibited in Physical Education classes at all times or during any class or activity a staff member believes it poses a health or safety risk based on the activity. This includes but is not limited to: rings, watches, earrings, bracelets, necklaces, eyebrow, nose, lip piercings etc. Students enrolled in JROTC must follow uniform guidelines. (*School Board Policy 7:160*)

## AUTOMOBILE SEARCH

Any vehicle parking on school property is subject to search by school authorities and law enforcement personnel working with them. Such searches may be conducted without warrant for any reasonable purpose. Search of the vehicle includes all compartments and components. Once the search begins, the person in control of the vehicle will not be permitted to remove it from the premises. (*School Board Policy 7:190*)

## BUS DISCIPLINE - PROCEDURES AND GUIDELINES

The school administration and deans have the responsibility for maintaining appropriate school and bus discipline. Unacceptable student conduct on buses may result in the loss of transportation privileges. Any one serious incident may result in temporary or permanent loss of transportation. Students may be required to show a current school ID in order to board school buses. A student should present their ID upon request to the bus driver. Failure to comply will result in disciplinary action. Buses may be equipped with audio and video cameras to record student actions. Safe transportation is directly dependent on maintaining good on-board passenger discipline.

- Each campus will conduct a practice bus evacuation drill.
- The bus driver has initial responsibility for discipline and shall report infractions to a dean.
- The parent(s) or legal guardians of a student granted an intra-District transfer is responsible for transportation to and from school. (*School Board Policy 7:30*)
- The following are the rules and regulations for school bus riders in Illinois:
  - Follow all directions given by the bus driver or other school personnel on the bus.
  - Be on time at the designated school bus stop; help keep the bus on schedule.
  - Stay off the road at all times while waiting for the bus.
  - Be careful in approaching the place where the bus stops; do not move toward the bus until the bus has been brought to a complete stop and the door has been opened.
  - Stay in your seat while the bus is in motion.
  - Be alert to a danger signal from the driver.
  - Remain in the bus in the event of a road emergency until instructions are given by the driver.
  - Keep hands, head, and feet inside the bus at all times. Do not throw anything out of the bus windows.
  - Remember that excessive noise and commotion diverts the driver's attention and could result in a serious accident. Any type of rowdy conduct is prohibited.
  - Be quiet when approaching a railroad crossing.
  - Assist in keeping the bus safe and clean at all times.
  - No animals are allowed on the bus.
  - Keep books, packages, coats, and all other objects out of the aisles.
  - Leave no books, lunches, or other articles on the bus.
  - Be courteous to fellow students and the bus driver.
  - Do not ask the driver to stop at places other than the regular bus stop.
  - Observe safety precautions at discharge points. Where it is necessary to cross the highway, proceed to a point at least ten (10) feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Wait for a signal from the bus driver permitting you to cross. Rear door is for emergencies only.
  - Observe classroom conduct on the bus. No smoking, eating, drinking, or card playing will be tolerated.
  - Do not deliberately cause damage to the bus as you will be responsible for the cost of restitution and will forfeit the privilege of riding the school bus.
  - Electronic devices are permitted on the bus at an appropriate volume. Failure to adhere will require the device to be turned off and secured out of sight in an appropriate back pack, purse, bag etc.
  - All sports equipment should be secured in an appropriate duffel bag or back pack. Other items may be refused on a bus due to safety concerns.
  - Students must obtain permission from building administration prior to riding any bus other than the one designated for their address.
  - Students are expected to board and exit the bus at the stop closest to their home.
- Bus passengers are also expected to observe all school rules while on a bus and are also subject to the "Disciplinary Guidelines."

The following are disciplinary procedures:

- When a bus returns to a campus because of student misbehavior, students removed from that bus will be allowed access to a phone to secure a ride.
- In the event of student misconduct or insubordination, the bus driver will complete a student referral and forward it to a dean. A conference will be scheduled with the student, and if necessary, a parent. The dean may suspend students guilty of gross disobedience and insubordination from riding the school bus. Parents are responsible for transporting any student suspended from riding the school bus. (*School Board Policy 7:220*)

## CAFETERIA

The cafeteria provides a selection of a la carte and full meal options at a reasonable cost to students. The school lunch program meets the National School Lunch Program guidelines and offers breakfast and lunch to students and faculty daily. Students may prepay for meals in the textbook center or at [www.myschoolbucks.com](http://www.myschoolbucks.com)

The following rules are to be followed:

- Students must follow all directions of cafeteria staff, café monitors and security staff;
- Students must use their own ID to purchase meals;
- Students may not cut in line to get service;
- Students are responsible for their trays, plates, utensils, and disposable materials and also for the general cleanliness of the area in which they are sitting;
- Students may not take food or drink out of the cafeteria without written staff permission;
- Students may not go to unsupervised areas of the building or to the parking lots during lunch periods;
- Students may not use vehicles during lunch periods;
- Students must stay on campus for lunch;
- All sack lunches must be eaten in the cafeteria.

**Food Service Policy Concerning Prepayments, No Money and Low or Negative Balances** - Joliet Township High School District uses a prepaid point of sale system called MySchoolBucks. Individuals scan their District ID to deduct the meal cost from their prepaid balance. Cash is not accepted in the cafeteria. All students and staff should create and fund a lunch account online at [www.myschoolbucks.com](http://www.myschoolbucks.com). Deposits are also accepted through the school Textbook Center/Cashier Office. All deposits take 24-hours to be processed, so the funds will not be available to use until the next school day. MySchoolBucks provides parents with additional features such as viewing student purchases, spending history, low balance email notifications, ability to set daily/weekly spending limits and the option to specify 'meals only' or include a la carte purchases.

If a student qualifies for reduced-price or paid meals and the student has a low or negative balance, the student will be able to charge the cost of a full meal for a maximum of two days. After two days, the student will not receive a meal until additional funds are deposited. Negative balances will automatically deduct from additional funds deposited into the students account. If a student qualifies for free meals, the student does not need money on their account unless they want to purchase extra drinks or a la carte items. Students cannot purchase a la carte or extra drinks if they have a negative balance. All students must pay the full cost of meals while waiting for a free or reduced-price meal application to be reviewed.

Lunch account balances remaining at the end of the school year will roll-over to the following school year. The School District will not issue refunds or transfers during the school year or after each school year, except to graduates or students withdrawing from the school district. Refunds and transfers will be issued according to the following guidelines:

1. Refunds and transfers will only be considered for graduates and students withdrawing from the school district.
2. A balance less than \$10 will not be refunded, transferred or used toward payment of student fees. Students should deplete lunch accounts with less than \$10 before their last day of school.
3. Accounts with more than \$10 will be used:
  - a. Toward payment of the student's fees;
  - b. Transferred to another family member;
  - c. A refund will be issued.
4. Parents must submit a written request to transfer or refund the balance within two weeks after a student graduates or withdraws from the school district.
5. Transfer requests should include the name and ID number of the graduate and the name and ID number of the family member receiving the funds.
6. Refund requests should include the name and ID number of the graduate, the parents name and a mailing address.
7. Cash refunds will not be provided.

Mail cafeteria refund request to:  
Joliet Township High School District  
Director of Support Services  
3901 Olympic Boulevard  
Joliet, IL 60431-7947

Email refund request to:  
bshaw@jths.org

### CAMERA SURVEILLANCE

Buildings and grounds are monitored and recorded by a 24-hour digital video surveillance system. Buses may be equipped with video cameras to record student actions.

### CHEATING AND PLAGIARISM

Students are expected to exhibit honesty in school endeavors, including academic assignments. Students may be found to have violated this responsibility if they plagiarize or cheat. Webster's Dictionary defines plagiarism as the act of taking ideas or writings from another and passing them off as one's own. Webster's Dictionary defines cheating as deceiving, taking, giving, or accepting any illicit advantage for any course work inside or outside of the classroom. Any student caught in the act of plagiarizing or cheating may receive a grade of "F" for the assignment in which the offense occurred. Violations will result in parent contact, and may include referral to a dean or counselor, and/or being dropped from class.

### COMMUNITY RELATIONS AND PUBLICATION

As part of the Joliet Township High School community relations and recognition programs, the District periodically releases information to the public about our students, their classwork, and/or accomplishments. To highlight student success, your child's name, picture, video, classwork, and/or information pertaining to their accomplishment may appear in various District and non-District publications, which includes but is not limited to, newspapers, web pages, social media, print and electronic communication. Any media permission approved by the school will be positive, focusing primarily on student successes.

If you DO NOT wish to have your child's information shared or spotlighted in any of the local, school, or District and/or non-District media coverage, please complete the "Refusal of Permission for Media Participation" form and return it to your child's school. This form is available online under the "Guidance Information" webpage for each campus in "Forms and Documents." The direct link to the Central, Transition and Alternate Campus form is: <http://www.jths.org/central/guidance-services/guidance-information/> and the direct link to the West form is: <http://www.jths.org/west/guidance-services/guidance-information/>. The form will also be available in the Asst. Principal's Office or Main Office at each campus. If there are any extenuating circumstances you feel the school should be made aware of, please contact the school principal to further discuss your concerns.

If we do not receive a completed form from you, we will assume implied consent (that you have no concerns allowing your child to be photographed/spotlighted as part of a group or as an individual).

### DAILY ANNOUNCEMENTS

Daily announcements are broadcast through the [Steelman News Network \(SNN\)](#) and [Tiger News Network \(TNN\)](#). Daily announcements are also posted on both campus homepages.

Announcements should be of interest to specific organizations, should not be unduly long, and require the signature of the faculty sponsor.

Announcement forms are available in the principal's office. Forms must be turned in by noon on the school day preceding the morning announcements.

### DANGEROUS EQUIPMENT OR MATERIALS

Any equipment or material that can be deemed dangerous to the health, safety, or welfare of students and staff will not be allowed.

### ELECTRONIC NETWORKS - AUTHORIZATION FOR ACCESS

Each student and his or her parent(s)/guardian(s) is responsible for reviewing and agreeing to the Electronic Network Access policy. A signature upon enrollment is required.

All use of the Network shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The Network consists of any electronic device, application or service provided by the District including but not limited to the internet, e-mail, phones, voice mail, electronic information, and software applications. This Authorization does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the Authorization for Electronic Network Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The handbook signature/s are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

#### Terms and Conditions

- Acceptable Use** - Access to the District's Network must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for a legitimate business use.
- Privileges** - The use of the District's electronic network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Building Administration in conjunction with District Technology Staff will make all decisions regarding whether or not a user has violated the terms of access privileges and may deny, revoke, or suspend access at any time.
- Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
  - 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 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; and
  - Using privileges while they are suspended or revoked.
- Network Etiquette** - You are 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 the personal information, including the addresses or telephone numbers of students or colleagues.
  - Recognize that electronic mail (e-mail) and phone conversations/messages are not private. People who operate the systems have access. Messages relating to or in support of illegal activities may be reported to the authorities.
  - Keep messages limited to essential information.
  - 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.



5. **No Warranties** - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. The District will not be 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 District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. **Indemnification** - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of this Authorization.
7. **Security** - Network security is a high priority. If you can identify a security problem on the Network, you must notify the system administrator or Building Principal.  
Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. **Confidentiality** - All users of the District's computers and means of Internet access shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network.
9. **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.
10. **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.
11. **Curriculum** - The use of the District's electronic networks shall (1) be consistent with the curriculum adopted by the District, as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library/media center materials. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum. The District's electronic network is part of the curriculum and is not a public forum for general use.
12. **Copyright Web Publishing Rules** - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Web or on District Web sites or file servers, without explicit written permission.
  - a. For each re-publication (on a Web site or file server) of a graphic or 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.
  - b. Students and staff engaged in producing Web pages must have permission from their teacher, library media specialists or the communications office before the Web pages are published.
  - c. 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.
  - d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
  - e. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Electronic and Voice Mail System - The District's electronic and voice mail system and their constituent software, hardware, and data files are owned and controlled by the School District. The School District provides these to aid staff members in fulfilling their duties and responsibilities and as an education tool.

- a. 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 or staff member to an electronic or voice mail account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an electronic mail message or leaving a voice 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.
- c. 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 District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.

- d. Any messages received from an unknown sender via the Internet should be immediately deleted. Any patterns recognized should be immediately reported to the system administrator. Downloading any file attached to or clicking on any link contained in any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file/link so transmitted.
- e. Use of the School District's electronic and voice mail system constitutes consent to these regulations.

#### **Internet Safety**

Internet access is limited to only those "acceptable uses" as detailed in these procedures. Internet safety is almost always assured if users will not engage in "unacceptable uses," as detailed in this Authorization, and otherwise follow this Authorization.

Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in this Authorization.

The District's Internet access has filtering in place that attempts to block entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

*(School Board Policy 6:235)*

#### **EMERGENCY E-LEARNING DAYS**

The Joliet Township High School Board of Education approved a plan to implement Emergency E-Learning Days beginning in the 2019-2020 school year.

E-Learning Days eliminate the loss of instructional time during unscheduled school closures. If an Emergency E-Learning Day is necessary, it would be considered a regular school attendance day and would not be made up at the end of the school year. The purpose of an Emergency E-Learning Day is to provide a continuum of learning for students in the event that school needs to close. Teachers will leverage the district's 1:1 technology resources to provide students with relevant, meaningful and manageable assignments that students can be engaged in when school has been cancelled. The goal is to minimize disruption to the academic progress caused by emergency school closures and to make emergency days as educationally productive and engaging as possible.

The Emergency E-Learning Plan outlines specific responsibilities for teachers, staff, and students. This includes making the announcement of an E-Learning Emergency Day no later than 5 a.m. the morning of the school closure. The announcement will be made through the standard modes of communication used by the school district, including text message, automated phone call, social media, and the Emergency Closing Center.

Per this plan, teachers will post attendance procedures and relevant class assignments for students to access by 9 a.m. the morning of the Emergency E-Learning Day. Assignments will be aligned to curricular objectives and will require no more than 50 minutes to complete per class. Teachers will be available to assist students online through their Learning Management Platform.

Student expectations include recording their attendance one time between 9:30 and 11 a.m. by navigating to [www.ex-amlogin.com](http://www.ex-amlogin.com) and entering in the provided attendance code. Students must then complete each class assignment. In the event of unforeseen circumstances, students should consult with their teachers. For example, students without access to power or the internet should see their teachers the following student attendance day.

JTHS Technology Support Staff will work from home and are available to assist students, parents, and staff with technical support on Emergency E-Learning Days. Students and parents should call 815-727-6860 for assistance or email [central-studenthelpdesk@jths.org](mailto:central-studenthelpdesk@jths.org) (Central Campus) or [weststudenthelpdest@jths.org](mailto:weststudenthelpdest@jths.org) (West Campus).

#### **ELEVATOR KEY**

The use of any elevator is limited to students who have a medical excuse (see Health Services). A \$50.00 replacement fee will be assessed for each lost key. Keys must be returned on physicians end date or last date of current semester, whichever comes first.

### FIELD TRIPS

Students going on school trips will be under the supervision of a staff member. The same general rules and disciplinary guidelines apply that are in force during school hours. Parents must sign a written notification prior to the trip. District 204 does not endorse nor will it promote trips sponsored by outside agencies. Only trips approved by the Board of Education will be recognized. (*School Board Policy 6:240*)

### FIRE, TORNADO, LOCKDOWN DRILLS

Students should be aware of and follow fire, tornado, and lockdown evacuation procedures and prescribed routes posted in all classrooms.

### FUNDRAISING REGULATIONS

Only district approved fundraisers may occur on school grounds. All fundraising requests must be made by an activity or club sponsor and approved by the campus Athletic Director. (*School Board Policy 7:325*)

### UNAUTHORIZED SALES OR DISTRIBUTION IN SCHOOL

Students are not permitted to sell or distribute any materials on school premises without permission from school authorities.

### IDENTIFICATION CARDS

Permanent picture identification cards are issued to students annually. If this card is lost, the replacement charge is \$10.00. Every student must wear a current year student ID on his/her person during the school day. Identification cards must be worn appropriately on the upper torso via school approved lanyard or clip. One school lanyard will be issued to each student at the beginning of the school year. If a student arrives to school without his or her permanent ID, the classroom teacher/security will issue a temporary ID to the student for that day. A \$5.00 fee will be assessed each time a temporary ID is issued. Students may surrender temporary ID to the main office and be issued a new ID and be billed for the remaining \$5.00. (Invoices will be mailed to the parent/guardian). Student ID's are required for entry into extracurricular activities; students without ID may be denied entry.

### LOCKERS

Lockers are the property of the school district and are provided for the convenience of the students for the storage of property lawfully on the school premises. Locker number, location and combination will be issued to students during schedule distribution. Use of other locks is prohibited. Passkeys to all lockers are held by school authorities. Locker problems should be reported to the dean's office. Lockers and combinations must not be shared with other students. Sharing lockers can result in disciplinary action. District 204 is not responsible for lost or stolen items. On occasion students are reassigned lockers.

Lock replacement charge is \$5.

Because school lockers are the property of the school, students have no expectation of privacy in the use of lockers. School officials reserve the right to search any locker and its contents at any time, without notice, consent, or warrant in order to maintain the integrity of the school environment and health and welfare of the school population.

### LOST AND FOUND

A lost and found department is operated in the Security Departments at Central and West. Items found in classrooms, study halls, and corridors should be turned in to lost and found. Owners of lost items should check the lost and found before or after school. District 204 is not responsible for lost or stolen items.

### MESSAGES

Office runners will only deliver emergency messages to students. If it is necessary for a parent to contact a student in an emergency, he/she should call the appropriate dean's office. Items will not be accepted or delivered to students unless it is for emergency purposes.

### METAL DETECTORS

All students and visitors may be subject to a random search using walk through and/or hand held metal detectors. Random searches will be conducted throughout the school year to maintain a safe learning environment. Purses, gym bags, book bags and backpacks will be subject to inspection.

### NO TRESPASS NOTICE

FOR ALL LAND, BUILDINGS, AND VEHICLES OF JTHS DISTRICT 204:

This notice is to personally inform you that you are not permitted on THE GROUNDS, OR IN ANY BUILDINGS, OR IN ANY VEHICLE OF JTHS DISTRICT 204 if you are in possession of any of the following: air rifle/air gun, BB gun, air soft gun, paintball gun, pellet gun, or any look-a-like gun of any kind that a reasonable person would believe to be a real gun regardless of the distance at which that person might see it; knife, dagger, dirk, razor, stiletto, or any other dangerous or deadly weapon or instrument of like character.

Anyone who disobeys this notice can be charged with Criminal Trespass to State-Supported Land and/or Criminal Trespass to Vehicles. Both of these offenses are Class A misdemeanors. You can be arrested. If you are convicted, you can be punished by up to one year in the Illinois Department of Corrections, Juvenile Division, and if you are 17 years of age or older, by up to 364 days in jail.

### PARKING

Student parking is limited to seniors and a limited number of juniors. Permits are available from the dean's office at the Central Campus or Main office at the West Campus. Students must fill out an application, obtain the signature of a parent or guardian, and provide evidence of a valid driver's license and insurance card.

Joliet Township parking permits will be issued to approved students. Permits must be hung from the rear view mirror. Students are to park in designated student parking areas only. Students are not permitted to park in the administrative, visitor, or faculty lots. Students are not to park in driveways, driving isles or on sidewalks. Students with registered vehicles should not be in the parking area during the school day unless they are arriving or departing. All traffic laws and posted signs must be obeyed. Violation of the above regulations will result in loss of driving privileges.

A student applying for a parking permit for a vehicle is automatically consenting to any search of that vehicle deemed necessary by school officials. That vehicle and its contents may be searched by school officials without notice, cause, consent or warrant while the vehicle is on school property. District 204 is not responsible for theft of or damage to student driven vehicles. All fees, including the parking fee must be paid in full to receive a parking permit. The parking fee will be \$100.00 for the entire school year or prorated by quarter.

### PASSES, OFFICE CALL SLIPS, CONFERENCE SLIPS

**Passes** - A pass system is used in order to keep disruption, vandalism, and trespassing to a minimum. Therefore, no student should be in the halls during class periods without a pass. Passes are issued to students who have a valid reason to leave class. Passes to lockers and washrooms are not usually issued since there is ample time throughout the day to take care of these needs.

**Office call slips** - Office call slips are used by the deans, counselors, health services, or other office personnel when they desire to see a student. The call slip should be used by the student as a pass to the particular office listed on the call slip. Students are required to honor the directions on the call slip and may not use it as a pass to other areas.

**Conference slips** - Conference slips or email are used by students who wish to see a teacher or counselor for a specific reason. Conference slips should be obtained from the teacher. Both slips should be filled out completely by the student and signed by the teacher. The pink slip is left with the study hall teacher, and the white slip serves as the student's pass to his conference room. Students may not request a conference slip that releases them from class.

### PUBLICITY AND PROMOTION MATERIALS

Students and organizations publicizing activities must comply with campus regulations. These are as follows:

- Posting of materials is allowed only on hall bulletin boards or glass areas inside classrooms or offices. Corridor doors, glass and walls are off limits.
- Only masking tape may be used. Scotch tape or double-faced tape is not allowed;
- All posters should be of a standard size;
- All posters must be in good taste; and
- All posters or materials must be approved by the principal or designee prior to posting.

(*School Board Policy 7:310*)

## RECRUITING INFORMATION ACT

The “Armed Forces Recruiter Access to Students and Student Recruiting Information Act” requires that schools make student names, addresses, and telephone numbers available to military recruiters and institutions of higher learning. Students and parents may opt out by notifying the principal’s office in writing so that such information is not released.

Federal law requires male students to register with Selective Service within thirty days of their 18th birthday. Registering with Selective Service means students will stay eligible for college loans, federal jobs, and job training. (*School Board Policy 7:340*)

## RESIDENCE, ATTENDANCE AREAS, and TRANSFERS

**Residence** - Only students who are residents of the District may attend a District school without a tuition charge, except as otherwise provided below or in State law. A student’s residence is the same as the person who has legal custody of the student.

A person asserting legal custody over a student, who is not the child’s natural or adoptive parent, shall complete a signed statement, stating: (a) that he or she has assumed and exercises legal responsibility for the child, (b) the reason the child lives with him or her, other than to receive an education in the District, and (c) that he or she exercises full control over the child regarding daily educational and medical decisions in case of emergency. In addition, the child’s natural or adoptive parent, if available, shall complete a signed statement or Power of Attorney stating: (a) the role and responsibility of the person with whom their child is living, and (b) that the person with whom the child is living has full control over the child regarding daily educational and medical decisions in case of emergency.

A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

(*School Board Policy 7:60*)

**Attendance Areas** - The School District is divided into school attendance areas. The Superintendent will review the boundary lines annually and recommend any changes to the Board of Education. The Superintendent or designee shall maintain a map of the District current school attendance areas. Students living in a given school attendance area will be assigned to that school. Homeless children shall be assigned according to Board Policy 6:140, Education of Homeless Children.

Students living in a given school attendance area shall attend that school. Students with disabilities will be considered for campus assignment on a case-by-case basis through the development of an Individualized Educational, Alternate Learning or Accommodation Plan. The Superintendent may grant an exception when the parent(s)/guardian(s) demonstrate that the student could be better accommodated by the education program at another school, provided space is available. Students who are granted a transfer within the District shall be responsible for their own transportation **and are ineligible to participate in IHSA and SPC sanctioned activities and athletics, except as required by law.** The Superintendent will advise the Board of all such transfers.

**Transfers Within the District** - A student’s parent(s)/guardian(s) may request the student be transferred to a District school other than the one to which the student was assigned. Requests should be directed to the Superintendent, who, at his or her sole discretion, may grant the request when the parent(s)/guardian(s) demonstrate that the student could be better accommodated by the education program at another school, provided space is available. Students who are granted a transfer within the District shall be responsible for their own transportation **and are ineligible to participant in IHSA and SPC sanctioned activities and athletics, except as required by law.** The provisions in this section have no applicability to transfers mandated by: (1) Title I covered in Board Policy 6:15, School Accountability, or (2) the Unsafe School Choice Option covered in *Board Policy 4:170, Safety.*

(*School Board Policy 7:30*)

## RESTITUTION

Restitution may be imposed for such infractions as damage to school property.

## SKATEBOARDS

Upon arrival on campus, a student in possession of a skateboard is prohibited from riding the skateboard on school district property. Skateboards are not allowed on JTHS buses.

## STUDENT OBLIGATIONS

Financial obligations must be paid upon receipt of notice. They must be paid before the end of the school year. Seniors must have all obligations paid in full before receiving a cap and gown. Seniors will not receive a diploma until all fees are paid. All obligations must be paid before a student will be allowed to purchase a parking permit and/or tickets to JTHS dances. Fees must be paid in the Textbook Center.

## STUDENT RECORDS

### The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords parents and students that are over 18 years of age (“eligible students”) certain rights with respect to their educational records. They are as follows:

- The right to inspect and review the student’s education records within forty-five (45) days of the day the District receives a request for access. A parent/guardian or eligible student should submit to the records custodian, principal, or other appropriate official, written requests that identify the record(s) he/she wishes to inspect. The District official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the District official to whom the request was submitted, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student’s education records that the parent/guardian or eligible student believes is inaccurate or misleading. A parent/guardian or eligible student may ask the District to amend a record that he/she believes is inaccurate or misleading. He/she should write the District officials responsible for the record, clearly identify the part of the record he/she wants changed, and specify why it is inaccurate or misleading.
- If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise the parent/guardian or eligible student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student’s education records, except to the extent that FERPA authorizes disclosure without consent.
- One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as follows: a person employed by the District in an administrative supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education.
- A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.
- Upon request, the District discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- 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, S.W.  
Washington, D.C. 20202-4605

Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the records custodian or other official in writing, before October of the current school year, that he/she does not want any or all of the directory information disclosed. Directory information includes the student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

The rights of parents and students regarding student records are as follows:

- “Student Permanent Record” means the minimum personal information necessary to a school in the education of the student and contained in a school student record. Such information includes:
  - 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);
  - Academic transcripts, including grades, 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 as signed and used by ISBE’s Student Information System;
  - Attendance record;
  - Health record, defined by ISBE rule as “medical documentation necessary for enrollment and proof of dental examinations, as may be required under Section 27.8.1 of the School Code”;
  - Record of release of permanent record information;
  - Scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12).

Permanent records will be maintained for a period of sixty years following the student’s graduation, transfer, or permanent withdrawal from the school. The principal is the official records custodian for the campus.

- “Student Temporary Record” means all information contained in a school student record but not required to be in the student permanent record. Such information includes:
  - Family background information;
  - Intelligence and aptitude test scores;
  - Psychological evaluation reports and intelligence and personality tests;
  - Elementary and secondary achievement level test results;
  - Participation in extra-curricular activities including any offices held in school-sponsored clubs or organizations;
  - Honors and awards received;
  - Teacher anecdotal records;
  - Disciplinary information, including information regarding serious disciplinary infractions involving drugs, weapons, or bodily harm to another that resulted in expulsion, suspension or the imposition of punishment or sanction;
  - Special education files;
  - Records associated with plans developed under section 504 of the Rehabilitation Act of 1973;
  - Verified reports from non-educational persons, agencies or organizations;
  - Other verified information of clear relevance to the education of the student; and
  - Record of release of student temporary record information;
  - Scores received on the State assessment tests administered in the elementary grade levels (Kindergarten through grade 8);
  - Completed home language survey
  - 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 the Act shall be placed in the student record;
  - Health-related information, defined by ISBE rule 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, documentation regarding a student athlete’s and his or her parents’ acknowledgment of the District’s concussion policy adopted pursuant to 105 ILCS 5/10-20.53, 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 sport)”;
  - Accident report, defined by ISBE rule 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 students 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.”;
  - Any documentation of a student’s transfer, including records indicating the school or school district to which the student transferred;

Temporary records for all students will be maintained for a minimum of five (5) years following the student’s graduation, transfer, or permanent withdrawal from school. The parents of any student who has graduated, transferred or withdrawn from school, including special education students, and/or the student him/herself if he/she has turned 18 years of age, may request the information contained in the temporary file by contacting the campus principal, or for students in special education, the campus special education coordinator.

- Any release of or access to student records shall require written consent of the parent or legal guardian. A parent or student may not be forced to release information from student records in order to secure any right, privilege, or benefit, including employment, credit, or insurance. A record of information released will be maintained. The only exceptions are as follows:
  - Student records may be reviewed by District school officials who have a legitimate educational interest in the student and when such review is intended for professional purposes.
  - The school may provide anonymous data from its records for outside research purposes under the conditions where the likelihood of identifying any individual is negligible.
  - In complying with judicial order, where agencies have the power of subpoena, parents and/or students should be notified of all such orders and school’s compliance.
  - Records will be provided to the official records custodian of another school in which the student has enrolled upon the request of such official or student.

**Note:** Parents or legal guardian may, upon request, inspect, copy, and challenge such information.

- In cases of emergency, when such information is essential to protect the health of the student or other persons, notification shall be sent to the parent or legal guardian upon such release indicating date, person or agency, and purpose of release.
- Students fourteen (14) years of age or older have the right to review their records without parental consent.
- All rights and privileges accorded a parent shall become exclusively those of the student upon his/her eighteenth birthday, graduation from secondary school, marriage, or entry into military service, which ever occurs first.
- Parents and legal guardians have the right to inspect and challenge the accuracy, relevance, and/or propriety of any student record entry, exclusive of course grades. The procedure of challenge is as follows:
  - The parent and/or legal guardian must prepare a written statement that identifies the following: the entry being challenged; the reason it is being challenged; and the desired outcome.
  - The parent or legal guardian must request an informal conference with the principal. Such a conference must be held within fifteen (15) school days of the request.
  - If satisfaction is not reached, the parent or guardian must request a formal review by the Superintendent of Schools. Such a conference must be held within fifteen (15) days of the request, and a decision must be rendered within ten (10) school days of the conference.
  - If resolution is still not reached, the parent or legal guardian must request a review by the Superintendent of the Educational Service Region. The decision of the appeal shall be final.
- The following is designated as public information and shall be released to the general public, unless the parents request that any or all such information not be released: student’s name and address; grade level; birth date and place; parents’ names and addresses; information on participation in school-sponsored activities and athletics; achievements; the student’s major field of academic study; and period of attendance in the school. A parent or student who wishes to have this information or any reproduction of the student’s photograph, portrait, voice, film, or electric tape excluded from publication of any sort, may do so by notifying the principal in writing. Failure to submit such request in writing shall release the Joliet Township High School, their officers, employees, agents, representatives, or their assignee, or designees from any claim or liability for invasion of privacy, libel, slander, or other course of action with respect to publication, distribution, or use of such photograph, portrait, voice, film, electronic tape, or any reproduction or prints thereof.
- Parents have the right to inspect and copy any and all information contained in the student’s record. There will be a small charge for copies, not to exceed 35 cents per page. This fee will be waived for those unable to afford such costs.

- House Bill 1816 was passed, which amended the Illinois School Student Records Act to allow student records to be disseminated to a SHOCAP (Serious Habitual Offender Comprehensive Action Program) committee for the purpose of identifying serious habitual offenders and matching them with community resources.
- Copies of the laws, rules, and regulations on student records are on file with the Principal and the Superintendent of the District.

**Notice of Destruction Schedule for Temporary and Permanent Records**

Joliet Township High School District 204’s destruction schedule for temporary student records is as follows: **All temporary student records will be destroyed after June 30th of the 5th year following the student’s graduation, transfer, or permanent withdrawal from school.**

Joliet Township High School District 204’s destruction schedule for permanent student records is as follows: **All permanent student records will be destroyed after June 30th of the 60th year following the student’s graduation, transfer, or permanent withdrawal from school.**

Parents and students (as permitted by the Illinois School Student Records Act) have the right to request a copy of these records prior to their destruction. Requests must be made in writing and delivered to the School Records Custodian. Parents and students will be charged a copy fee at the then current rate per page, as set forth in Board Policy or procedures.

Joliet Central High School  
Attn: School Records Custodian  
201 East Jefferson Street  
Joliet, IL 60432

Joliet West High School  
Attn: School Records Custodian  
401 North Larkin Avenue  
Joliet, IL 60435

*(School Board Policy 7:340)*

**VISITORS’ PERMITS**

Visitors must register at the Security Booth in the main entrance. The following steps must be followed:

- Photo identification is required;
- Visitors must wear school-issued identification, which should be visible during the entire visit;
- Visitors must sign in and out and are subject to metal detection;
- All appointments must be confirmed before the visit.

All visitors who meet one of the following qualifications are welcome:

- Parents or guardians of students;
- Graduates on school business or who are now in college outside the Joliet area;
- Servicemen in uniform who were former students;
- Business representatives with pre-arranged appointments.

Small children will not be issued a visitor’s pass at any time.

Student visitors from other schools are not allowed. This includes in- or out-of-state visitors.

Visitors must enter through the security entrance.

**PERSONS PROHIBITED ON SCHOOL PROPERTY WITHOUT PRIOR PERMISSION**

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. The offender received permission to be present from the Board of Education, Superintendent, or Superintendent’s designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender’s upcoming visit to the Building Principal.

*(School Board Policies 4:175, 8:30 and 8:50)*

**DISCIPLINE**

**DISCIPLINARY ACTIONS**

The school administration and deans have the responsibility for implementing appropriate school discipline. The District will not use corporal punishment as a mode of discipline in the school. Unacceptable student conduct may result in one or more of the actions described below:

**Suspended Parking Privileges** - Students who abuse parking regulations may have parking privileges temporarily or permanently revoked.

**Detention** - Before school and after school detentions may be used for disciplinary consequences in addition to or in lieu of the disciplinary actions set forth below.

**In-School Suspension (ISS)** - In-School Suspension (ISS) students will be assigned an immediate ISS when referred to the dean. During the time a student serves an ISS, he/she may not attend or participate in any school-sponsored activity. Parent/Guardian will be notified each time a student serves an ISS. It will be the student’s responsibility to complete the assigned ISS work prior to dismissal from the ISS program. Upon return to class, it is the student’s responsibility to obtain and complete any missing assignments.

**Out-of-School Suspension** - Students whose inappropriate behavior is of a more serious and/or frequent nature are suspended from all school activities up to a maximum of ten (10) school days. School work missed during suspension may be made up. Students on external suspension may not be on any District 204 campus or participate in any district/school activity for the duration of the suspension. Suspended students on District 204 property may be referred for an unauthorized presence or criminal trespass. In addition, students receiving an out-of-school suspension for Internet misuse will lose Internet access privileges. Parents will be notified each time that a student is suspended. A phone call or conference may be required prior to the student’s re-admission.

**Expulsion Warning** -

- An expulsion warning is a behavioral contract between the student, school and family.
- All expulsion warnings shall be in effect for one calendar year from the date of the issuance. (On a case by case basis, expulsion warnings may be shortened by completion of a District approved program).
- All expulsion warnings shall generally be cause to restrict or prohibit a student:
  - From attending school programs, events, activities or athletic contests;
  - From being eligible for certain honors or awards.
- An expulsion warning shall prohibit a student for that calendar year from nomination, election or consideration for any school awards, positions or honors not directly related to or the result of academic achievement.
- All students with an expulsion warning may apply for a waiver of restriction or prohibition from attendance only at school programs, events or activities on an event-to-event basis. Said application or request for a waiver would be made through the student’s dean and would have to be approved by that dean and the building principal. The waiver would merely allow attendance at an event or activity.
- Each waiver will be issued with a contract of behavior signed by the student and their parent/guardian with an attached copy of expectations. The contract shall expressly describe that any action or behavior that is determined to be a violation of the contract and/or expectations or any other school rules shall serve as the basis for an exclusion from all the events, programs and activities for the duration of that school year, and that they surrender any and all rights to appeal these prohibitions.
- The criteria for granting a waiver shall include, but not be limited to:
  - A written statement of explanation or apology;
  - A conversation in which the staff is reasonably assured of the student’s sincerity;
  - A willingness on the part of both the student and parent/guardian to agree to and abide by the conditions set forth in the contract and expectations;
  - The student’s disciplinary history;
  - The professional staff’s review of the above and recommendation for approval.
- An expulsion warning shall ordinarily not exclude a senior student from participating in graduation ceremonies except when it has been determined by the administration that the student’s presence and participation could be disruptive. It shall be the responsibility of the administration on each campus to notify senior students with expulsion warnings sufficiently in advance as to whether or not they will be participating in their graduation ceremonies.

**Expulsion** - Serious or chronic misconduct may lead to expulsion from school for up to two years. One serious offense could result in an immediate expulsion. Expulsion recommendations are made to the Board of Education.

**Police Referral** - Students who are involved in drug or alcohol abuse, vandalism, theft, unprovoked attack, extortion, fighting, assault and/or battery or any other serious offense on school property may be referred to the police in addition to school disciplinary actions.

**Alternate Education** - Students who are repeat offenders of school truancy or disciplinary rules may be referred to alternate education programs.

**BEHAVIORAL GUIDELINES**

The Board of Education identifies the following offenses as unacceptable student behavior and requiring corrective action for each. However, behavioral offenses are not limited to those listed below when, in the judgment of the administration or the dean, such offenses disrupt the school climate, or constitute gross disobedience or misconduct as determined by the Board of Education or the administration.

The administration and deans are specifically empowered, on a case by case basis, to deviate from the disciplinary guidelines set forth below, when in their sole discretion, it is necessary for the proper and efficient operation of the school.

Behavior that does not interrupt the learning environment may be considered mischievous. The teacher will follow the classroom management plan for mischievous behavior prior to referring a student to the dean. Severe behavior which may include violence, substance abuse, or any behavior that would prevent the class from functioning. The teacher will refer students immediately to the dean for severe behavior.

District 204 does not permit corporal punishment. However, faculty and staff may use reasonable force as needed to protect property, others or themselves and to remove a student from the classroom or other areas for disruptive behavior. (*School Board Policy 7:190*)

<b>OFFENSE</b>	<b>ACTION</b>
<p><u>Arson</u> Arson or attempted arson.</p>	<p>Warning, parent/guardian notification, parent/guardian conference, in-school-suspension, 1-10 days out-of-school suspension, expulsion warning or expulsion recommendation.</p>
<p><u>Assault</u> Oral or written harassment, intimidation, bullying, cyberbullying or abuse or the use of obscenities or profanities toward other individuals at school or school-sponsored activities. Generally, assault occurs when one person swears at another person or when one person makes a disrespectful comment to another person or situation that puts a person in reasonable fear that a battery may occur.</p>	<p>Warning, parent/guardian notification, parent/guardian conference, in-school-suspension, 1-10 days out-of-school suspension, expulsion warning or expulsion recommendation.</p>
<p>Assault toward a staff member or a school board member.</p>	<p>Warning, parent/guardian notification, parent/guardian conference, in-school-suspension, 1-10 days out-of-school suspension, expulsion warning or expulsion recommendation.</p>
<p><u>Attire</u> See description on page 23.</p>	<p>Warning and parent contact, parent conference, in school suspension, out-of-school suspension.</p>

Battery  
Physical attack by one person on another person at school or at a school sponsored activity on school property or school buses.

1st offense: One to ten days out-of-school suspension, parent conference, expulsion warning and/or expulsion recommendation.

2nd offense: Expulsion recommendation.

Battery toward a staff member or a school board member. Battery occurs when one person physically attacks another person.

Ten days out-of-school suspension, parent conference, recommendation for expulsion.

Cafeteria  
All students utilizing the cafeteria will be held responsible for cleaning their tables, the area under and around their tables, and the area from the serving line to their tables. No food or drink may be taken from the cafeteria without the written permission of a staff member.

Warning and parent contact, parent conference, in school suspension, out-of-school suspension.

Derogatory Language  
Derogatory racial, ethnic, profane, obscene, indecent or sexual language or materials, verbal or non-verbal, which is offensive, abusive, or disrespectful.

Warning, parent notification, parent conference, in-school suspension, 1 to 10 days out-of-school suspension, expulsion warning or expulsion recommendation.

Disrespect  
Disrespect includes refusal to obey a reasonable request, insubordination to teachers or others in authority, obstructing staff from dispersing groups or behavior disruptive to the educational process. Disregard for school rules at school or school-sponsored activities.

Warning, parent/guardian notification, parent/guardian conference, in-school-suspension, 1-10 days out-of-school suspension, expulsion warning or expulsion recommendation.

Drugs: Possession of Drug Graffiti  
To promote or advertise drugs through writings or drawings depicting drugs or drug paraphernalia.

Warning, parent/guardian notification, parent/guardian conference, in-school-suspension, 1-10 days out-of-school suspension, expulsion warning or expulsion recommendation.

Drugs: Sale, Purchasing or Distribution of Illegal Drugs/Narcotics/Prescription Drugs/ Over-the-Counter Drugs/or Look-a-Likes  
Sale, purchasing, pretending to sell, distribution, or transfer of any controlled substance or non-controlled substance represented to be a drug, or any drug paraphernalia at school or school-sponsored activities.

Parent/guardian notification, parent/guardian conference, 1-10 days out-of-school suspension, expulsion warning or expulsion recommendation.

Electronic Equipment

Using an electronic device, including but not limited to, a cellular telephone, smart watch, electronic games, or other electronic device, in any manner that disrupts the educational environment, including using the device to cheat, signal others, send text messages, take photographs, or otherwise violate student conduct rules is prohibited. **Electronic devices and headphones can be used with permission from a teacher or staff member.** Electronic devices may be reviewed for content. Joliet Township District 204 is not responsible for damaged, lost, or stolen items. All confiscated items not picked up by June 30th of the school year will be donated/destroyed.

Warning, confiscation, parent conference, in-school suspension, 1 to 10 days out-of-school suspension, expulsion warning or expulsion recommendation. Possession of electronic equipment may be revoked. Repeated violations may result in loss of privilege to bring on campus.

Extortion

Attempting to take or to borrow money or anything of value through intimidation or threat.

Warning, parent/guardian notification, parent/guardian conference, in-school-suspension, 1-10 days out-of-school suspension, expulsion warning or expulsion recommendation.

False Alarms/Emergency Calls

False fire alarm, bomb threat, false security threat, or emergency call.

Parent/guardian notification, parent/guardian conference, 1-10 days out-of-school suspension, expulsion warning or expulsion recommendation.

Fighting

Fighting on or near school property, at school-sponsored activities, or on the way to or from school. Fighting occurs when two or more individuals physically attack each other.

Parent/guardian notification, parent/guardian conference, 1-10 days out-of-school suspension, expulsion warning or expulsion recommendation.

Fireworks

Use or possession of firecrackers, smoke bombs and similar devices or misuse of fire extinguishers on school property.

Parent/guardian notification, parent/guardian conference, 1-10 days out-of-school suspension, expulsion warning or expulsion recommendation.

Forgery

Forging passes or notes, field trip forms, parking permits, identification badges, or other school-related documents; altering passes; tampering with attendance sheets, or writing notes or making telephone calls pretending to be a parent/guardian.

Warning, parent/guardian notification, parent/guardian conference, in-school-suspension, 1-10 days out-of-school suspension, expulsion warning or expulsion recommendation.

Gambling

Gambling on school premises or at school events.

Warning, parent/guardian notification, parent/guardian conference, in-school-suspension, 1-10 days out-of-school suspension, expulsion warning or expulsion recommendation.

Gangs

Participation in any activity which serves to do the following:

- Solicit others for membership in any gang; (A “gang” is defined for this policy as any group of two or more persons whose purpose includes engaging in illegal or antisocial activities.)
- Request the payment of dues, insurance, or other forms of protection from any individual;
- Intimidate or threaten any individual;
- Incite others to participate in any form of violence or illegal activity involving persons or property;
- Advertise or promote gangs through social media, the wearing of earrings, jewelry, clothing, hats, colors, hair style/cut or tattoos, gang signs, pictures, the writing of graffiti, or the possession of anything else associated with gangs;
- Possess graffiti paraphernalia;
- Disrupts or potentially disrupts the delivery of educational services to District students or otherwise deprives or may serve to deprive a student or students of the opportunity to fully participate in the District’s educational program, regardless of whether the activity takes place on District property, at a District-sponsored event, or off District property or away from District-sponsored events.

Warning, parent/guardian notification, parent/guardian conference, in-school-suspension, 1-10 days out-of-school suspension, expulsion warning or expulsion recommendation.

Hallway/Classroom Conduct

Yelling, horseplay, pushing, running, spitting, public display of affection, and/or any disruptive behavior is not allowed in the hallway/classroom.

Warning, parent/guardian notification, parent/guardian conference, in-school-suspension, 1-10 days out-of-school suspension, expulsion warning or expulsion recommendation.

Harassment, Intimidation or Bullying

*See Preventing Bullying, Intimidation, and Harassment Plan.*

Harassment, intimidation, or bullying means any intentionally written message or image—including those that are electronically transmitted—verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

- Physically harms a student or damages the student’s property or
- Has the effect of substantially interfering with a student’s education or
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment or
- Physically harms a student or damages the student’s property or

Warning, parent/guardian notification, parent/guardian conference, in-school-suspension, 1-10 days out-of-school suspension, expulsion warning or expulsion recommendation.

**Bullying** – Repeated, persistent and aggressive behavior intended to cause fear, distress, or harm to another person's body, emotions, self-esteem or reputation, and a power imbalance.

Hazing/Initiation

Administering physical punishment to an individual, directing verbal abuse at an individual, or requiring an individual to perform an immoral act as requirement to gaining membership into any club or organization.

Parent/guardian notification, parent/guardian conference, 1-10 days out-of-school suspension, expulsion warning or expulsion recommendation.

Identification

- Refusal to Identify Self (Refusal to produce identification card or identify self.)
- Identification Card Misuse (Misuse of an identification card on District property, in the cafeteria, media center, bus, or textbook center is prohibited.)

Warning, parent/guardian notification, parent/guardian conference, in-school-suspension, 1-10 days out-of-school suspension, expulsion warning or expulsion recommendation.

Instigation/Mob Action

Behavior disruptive to the educational process and safety of others. This includes, but is not limited to, obstruction of staff from dispersing groups, instigation of fights/verbal confrontations, attending and/or recording of fights and verbal confrontations, and mob action.

Warning, parent/guardian notification, parent/guardian conference, in-school-suspension, 1-10 days out-of-school suspension, expulsion warning or expulsion recommendation.

Negligent Driving

Any person who drives any vehicle with disregard for the safety of a person on school property or in transit to any school activity or school related event.

Warning, parent contact, in-school, out-of-school suspension, temporary or permanent loss of parking permit to expulsion recommendation / restoration or restitution for damaged property.

Pass Misuse

Use of pass for an unattended purpose or alteration of a pass.

Warning, parent/guardian contact, in-school suspension, one to ten days out-of-school suspension, and may be placed on the no-pass list.

Sexual Harassment

See Harassment of Students Prohibited policy.

Warning, parent/guardian notification, parent/guardian conference, in-school-suspension, 1-10 days out-of-school suspension, expulsion warning or expulsion recommendation.

Stalking

A person commits stalking when he or she transmits to another person a threat with the intent to place that person in reasonable apprehension of death, bodily harm, sexual assault, confinement or restraint, and in furtherance of the threat knowingly does any one or more of the following acts on at least two separate occasions:

- Follows the person, other than within the residence of the defendant;
- Places the person under surveillance by remaining present outside his or her school, place of employment, vehicle, other place occupied by the person, or residence other than the residence of the defendant.

Warning, parent/guardian notification, parent/guardian conference, in-school-suspension, 1-10 days out-of-school suspension, expulsion warning or expulsion recommendation.

Student Violence

Student violence and/or threats of student violence on District 204 campuses or at any District 204 sponsored activities will not be tolerated. Additionally, violence or threats of violence against any student, school official or employee will not be allowed anytime. Students are strictly prohibited from engaging in conduct which creates circumstances which may cause disruption at school, or at school sponsored activities. Types of conduct which are in violation of this policy include, but are not limited to, those described below:

- Any acts of physical violence other than what is deemed reasonable by school officials for self-defense, and protection of other persons or property;
- Placing others in danger of imminent physical harm;
- Threatening, planning, or conspiring with others to engage in violent acts; and
- Joking about engaging in violent acts against others, or otherwise making any statements, threats, or intimidating remarks which might reasonably be interpreted by others as indicating a threat or plan to engage in some type of violent activity (i.e. threatening, bullying, hazing, harassing, intimidating, etc.).

Warning, parent/guardian notification, parent/guardian conference, in-school-suspension, 1-10 days out-of-school suspension, expulsion warning or expulsion recommendation.

Further, all students are obliged to report to responsible school officials, knowledge of any violations or potential violations of this policy by fellow students. No student may retaliate against another for making such a report. However, any student who deliberately makes a false or misleading report will also be subject to disciplinary action. Students violating any provision of this policy shall be subject to appropriate discipline, up to and including suspension and expulsion. Students who need to communicate concerns or seek advice on personal or school related matters may contact any member of the school staff for assistance. Appropriate anonymity will be respected.



Substance Abuse

Use of, possession of, or being under the influence of alcohol at school or school-sponsored event, influence of alcohol or any controlled substance represented to be a drug, or any substance which, if inhaled, ingested, or otherwise introduced into the body, is capable of causing intoxication, hallucination, or excitement or dulling of brain or central nervous system functions and the student's behavior would lead a reasonable person to conclude that the student intended for the substance to be used by the student or others to cause intoxication, hallucination, or excitement or dulling of brain or central nervous system functions, or possession of drug paraphernalia at school or at school-sponsored activities.

One to ten days out-of-school suspension, parent conference, expulsion warning, expulsion recommendation, completion of a school-approved assessment, and a meeting with the Student Assistance Program Coordinator. In addition, if the agency performing the assessment recommends enrollment in a substance abuse program, the student must attend and successfully complete the program at parental expense. Once admitted into the program, the student may return to school if recommended by the program. If the student does not satisfy the recommendation of the agency performing the assessment, the student will be recommended for expulsion. If a parent chooses to withdraw a student prior to assessment program and then attempts to re-enroll the student in school, proof of completion must be presented prior to re-enrollment.

Tardy (Unexcused)

Warning, parent/guardian notification, parent/guardian conference, in-school-suspension, 1-10 days out-of-school suspension.

Theft

Theft or possession of stolen property.

Warning, parent/guardian notification, parent/guardian conference, in-school-suspension, 1-10 days out-of-school suspension, expulsion warning or expulsion recommendation.

Tobacco/Smoking Devices

Sale, use, possession, distribution, transfer of any smoking device, tobacco products or paraphernalia, which may include, but is not limited to, matches and lighters at school or at school-sponsored activities.

Warning, parent/guardian notification, parent/guardian conference, in-school-suspension, 1-10 days out-of-school suspension, expulsion warning or expulsion recommendation.

Section 1: Section 21-12 subsection (d) of the Code of The Code of Ordinances of the City of Joliet states; "No minor under 18 years of age shall possess any cigar, cigarette, smokeless tobacco, or tobacco in any of its forms."

Unauthorized Parking

Warning, fine, in-school suspension, out-of-school suspension, parent conference, permit revoked, car towed, and/or assigned restitution for any vandalism.

Unauthorized Presence Inside or Outside of Building

Unauthorized presence is defined as finding any student in a campus location without authorization, or engaging in behavior that compromises the safety of others, or allowing others to enter without authorization, on District property, or attending any District activity while on expulsion warning.

Warning, parent/guardian notification, parent/guardian conference, in-school-suspension, 1-10 days out-of-school suspension, expulsion warning or expulsion recommendation.

Unexcused Absence or Truancy (Partial)

- Unexcused Absence or Truancy (An unexcused absence or truancy is defined as being absent without valid cause from a class or study hall, or leaving school without following proper checkout procedures.)

Period absences will result in an unexcused absence or truancy for that period missed, parent notification, parent conference, in-school suspension, out-of-school suspension, expulsion warning, and/or expulsion recommendation.

When the teacher, dean, and counselor conclude that a student's absence is affecting class/school performance, Pupil Personnel Services may be initiated. Eleven full day absences (excused or unexcused) may result in being dropped from regular day school or recommended to another District program.

- Chronic Unexcused Absence or Truancy

If a student becomes a chronic truant and all regular Pupil Personnel Services have been exhausted, possible educational alternatives may be explored.

Unexcused Absence or Truancy (Full Day)

- Unexcused Absence or Truancy

Students who are absent from school (absent without valid cause) will receive an unexcused absence or truancy for day(s) missed, parent notification, parent conference and/or assigned in-building suspension. When a teacher, dean and counselor conclude that a student's unexcused truancy is affecting class performance, Pupil Personnel Services may be initiated. When a student's full-day absences exceed the limit stated in the excessive absence policy, the student may be dropped from the regular day school program and transferred to an alternative education program.

- Chronic Unexcused Absence or Truancy

If a student becomes a chronic truant and all regular Pupil Personnel Services have been exhausted, educational alternatives may be explored.

Vandalism

Vandalism or destruction of school property, including computer sabotage.

Warning, parent/guardian notification, parent/guardian conference, in-school-suspension, 1-10 days out-of-school suspension, expulsion warning or expulsion recommendation.

Verbal Confrontation

An argument between students in which there is no threat of a physical fight or battery.

Warning, parent/guardian notification, parent/guardian conference, in-school-suspension, or 1-10 days out-of-school suspension.

Violation of Electronic Networks – Authorization for Access

See Electronic Networks – Authorization for Access policy

Warning, parent/guardian notification, parent/guardian conference, in-school-suspension, 1-10 days out-of-school suspension, expulsion warning or expulsion recommendation.

Weapon (Object Construed to be a Weapon)

Possession of ammunition or a weapon or the use of any object as a weapon at school or at school-sponsored activities. A weapon is defined as an instrument of combat and includes, but is not limited to, guns, knives, bludgeons, nunchuks, bows and arrows, metal knuckles, pepper spray/mace, stun gun, taser and any other devices or objects listed as weapons in the Illinois Compiled Statutes Chapter 720.

Parent/guardian notification, parent/guardian conference, 1-10 days out-of-school suspension, expulsion warning or expulsion recommendation.

Possession of any object that can be construed to be a weapon or is used as a weapon at school or at school-sponsored activities. The term “weapon” may be defined by reference to either federal, state or local law.

**PROCEDURES FOR RECIPROCAL REPORTING SYSTEM BETWEEN THE JOLIET TOWNSHIP HIGH SCHOOL AND THE LOCAL LAW ENFORCEMENT AGENCY IS IN PLACE TO COMPLY WITH ARTICLE 10-20.14.**

Collaboration between the District and the Joliet Police Department respects for the important role each party holds in connection with our community’s youth and is essential to the success of the mission of both parties. Where it is necessary for Joliet Police Department to be present on school property, its employees will conduct themselves according to accepted legal practices, always recognizing the responsibility and authority of the District’s officials to manage the educational environment and work with them to minimize any impact its actions might have upon that environment. Both parties recognize that disciplining students will be for District officials to manage. Final discretion regarding whether to charge an individual with an ordinance, criminal, or traffic violation lies with the Joliet Police Department.

The Joliet Police Department’s activities shall align to the District’s identified needs for creating and maintaining its educational environment. All services rendered by the Joliet Police Department for the District shall seek to implement a partnership that creates effective and positive school student discipline that (a) functions in concert with efforts to address school safety and climate; (b) includes more than punitive measures, e.g., restorative discipline; (c) is clear, consistent, and equitable; and (d) reinforces positive behaviors.

When requested, district personnel will assist the Joliet Police Department with conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the District for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs. If a search produces evidence that the student has violated or is violating either the law, local ordinance, or the District’s policies or rules, such evidence may be seized by school authorities and turned over to law enforcement authorities, and disciplinary action may be taken. 105 ILCS 5/10-22.6 and 10-22.10a. In addition, the campus principals will establish a regular chain of communication with the Joliet Police Department through their campus police liaison officers and will ensure the following:

- Utilization of Joliet Police Department personnel when the safety and welfare of students and/or teachers are threatened by illegal use of drugs and alcohol. 105 ILCS 5/10-21.4a.
- Immediate required reporting to local law enforcement authorities of any verified incident involving drugs in a school or on school owned or leased property, immediate required reporting by the Superintendent or designee to the local law enforcement authorities of all such drug-related incidents occurring in a school or on school property. 105 ILCS 5/10-27.1B.
- Immediate required reporting to local law enforcement authorities of written complaints of batteries committed against teachers, teacher personnel, administrative personnel or educational support personnel. 105 ILCS 5/10-21.7.
- Immediate required notification to a local law enforcement agency upon receiving a report that any person has been observed in possession of a firearm on school grounds and any verified incident involving a firearm in a school or on school owned or leased property, other than a law enforcement official engaged in the conduct of his or her official duties. 105 ILCS 5/10-27.1A.

The Joliet Police Department shares required reports to applicable Building Principals whenever a child enrolled in the District is detained for proceedings under the Juvenile Court Act of 1987 (705 ILCS 405/), or for any criminal offense or any violation of a municipal or county ordinance (105 ILCS 5/22-20). The report shall include the basis for detaining the child, circumstances surrounding the events that led to the child’s detention, and status of proceedings. The report shall be updated as appropriate to notify the Building Principal of developments and the disposition of the matter. Building Principals shall keep this information separate from the official school record of the student and ensure that it does not become part of the official school record of the student. Such information shall not be a public record and will be used solely by the appropriate school official or officials that the Building Principal determines have a legitimate educational or safety interest to aid in the proper rehabilitation of the child and to protect the safety of students and employees in the school. 105 ILCS 5/22-20.

The schools will work in cooperation with the police at all times. (School Board Policy 7:190)

## SUSPENSION & EXPULSION PROCEDURES

### In-School Suspension

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

### Out-of-School Suspension

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

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. An attempted phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall:
  - a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension;
  - b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit;
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend;
  - d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and
  - e. Depending upon the length of the out-of-school suspension, include the following applicable information:
    - i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose:
      - a) A threat to school safety, or
      - b) A disruption to other students' learning opportunities.
    - ii. For a suspension of 4 or more school days, an explanation:
      - a) That other appropriate and available behavioral and disciplinary interventions have been exhausted,
      - b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and
      - c) That the student's continuing presence in school would either:
        - i) Pose a threat to the safety of other students, staff, or members of the school community, or
        - ii) Substantially disrupt, impede, or interfere with the operation of the school.
      - iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.
  5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee.
  6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

*(School Board Policy 7:190)*

### Expulsions

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

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request shall:
  - a. Include the time, date, and place for the hearing.
  - b. Briefly describe what will happen during the hearing.
  - c. Detail the specific act of gross disobedience or misconduct resulting in the decision to recommend expulsion.
  - d. List the student's prior suspension(s).
  - e. State that the School Code allows the School Board to expel a student for a definite period of time not to exceed two calendar years, as determined on a case-by-case basis.
  - f. Ask that the student or parent(s)/guardian(s) or attorney inform the Superintendent or Board Attorney if the student will be represented by an attorney and, if so, the attorney's name and contact information.
2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate. Whenever there is evidence that mental illness may be the cause for the recommended expulsion, the Superintendent or designee shall invite a representative from the Dept. of Human Services to consult with the Board.
3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. School officials must provide: (1) testimony of any other interventions attempted and exhausted or of their determination that no other appropriate and available interventions were available for the student, and (2) evidence of the threat or disruption posed by the student. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.
4. If the Board acts to expel the student, its written expulsion decision shall:
  - a. Detail the specific reason why removing the student from his or her learning environment is in the best interest of the school.
  - b. Provide a rationale for the specific duration of the recommended expulsion.
  - c. Document how school officials determined that all behavioral and disciplinary interventions have been exhausted by specifying which interventions were attempted or whether school officials determined that no other appropriate and available interventions existed for the student.
  - d. Document how the student's continuing presence in school would (1) pose a threat to the safety of other students, staff, or members of the school community, or (2) substantially disrupt, impede, or interfere with the operation of the school.
5. Upon expulsion, the District may refer the student to appropriate and available support services.

*(School Board Policy 7:190e)*

## ACTIVITIES CODE

**General Information** - This information is prepared for the benefit of prospective and current students at District 204 high schools and parents. In addition to this information, there are other requirements and commitments, which are asked of participating students. They will be made known to the participants by the members of the school staff and/or by announcements at school. Where applicable, IHSA requirements, as published, must be met. Parents, as well as coaches and sponsors, are expected to be responsible for requiring that their participants adhere to this policy. This code is in effect seven days a week, 12 months a year, in season or out of season, whether school is in session or not.

**Philosophy** - The extra-curricular program in District 204 is organized to allow for the fullest possible participation for those students willing to make a definite commitment to interscholastic participation and competition. Participating in extra-curricular activities is viewed by the district as a worthwhile endeavor to enhance adolescent development. Participation in the extra-curricular program is a privilege and, as such, carries certain expectations. Extra-curricular means all activities, inclusive, offered by the high school in addition to the curricular offerings. The important goals of the activities program are to offer students direction in developing healthy living habits, discipline, leadership, teamwork, citizenship skills, and respect for structure, rules, and responsibilities. It is to these ends that an "Extra-Curricular Participation Code" is established for those choosing to take part in the Student Activities program. Every student chosen to be a member of an extra-curricular activity will be offered the opportunity to practice, and whenever possible, to participate in contests relative to their demonstrated abilities. Important advantages of individual initiative, character, and teamwork can be developed only when there is team cooperation with established procedures. Team success without such cooperation is deemed impossible. No attempt to infringe on a student's individual rights is intended, and the school applies such standards on participants with the knowledge and recognition that the established goals of team spirit and morale, character development, and team success cannot be achieved by any other alternative.

**Academic Criteria for Participation** - Selection of participants is at the discretion of the teachers, sponsors, or coaches, provided that the selection criteria conform to the District's policies. In order to be eligible to participate in any school-sponsored or school-supported activity, all students must be enrolled in and maintain a passing grade in a minimum of 5 (.5 credit) courses. Any student failing to meet these academic criteria shall be suspended from the activity until the specified academic criteria are met. Student eligibility will be determined weekly.  
(School Board Policy 6:190)

**Residency/Transfer** - Students will only be eligible to participate in IHSA and SPC sanctioned athletics and activities for the teams of the school attendance zone in which they reside. If a student registers in a school attendance zone with someone other than a parent, or a parent who has been assigned custody by the court, or court appointed legal guardianship, the student will be ineligible to participate in IHSA and SPC sanctioned activities and athletics, except as required by law and/or IHSA guidelines. Students who are granted a transfer from one school within the District to another without physically changing residency, shall be ineligible to participate in IHSA and SPC sanctioned athletics and activities, except as required by law. If a student moves residency from one school's attendance zone to another, within the District boundaries, they will be eligible based upon the IHSA and SPC by-laws.  
(School Board Policy 6:190)

**Parent Consent/Insurance** - District 204 does not assume financial or other responsibility for accidents incurred in participation. Parents' signatures on the Consent indicate that the parents acknowledge this lack of assumption of responsibility and further indicate that the parents indemnify and hold the District's Board, employees and agent harmless from any responsibility for damages or other costs associated with accidents. As pertains to athletics and some activities, parents must give consent for a son's/daughter's participation. The District 204 High School Extra-Curricular Participation Code requires the parent to certify that his/her son or daughter is covered for athletic and some activity participation by either family health and hospitalization insurance or health and hospitalization insurance purchased at the school.

**Participation Fee** - The Board of Education may establish a schedule of fees for each student.

**Warning of Risk** - Participation has inherent dangers and risks. Even though participation and practice are within the rules of the sport, there is still the danger of an injury. These injuries may include, but are not limited to, death, serious head, neck or spinal injuries that may result in complete or partial paralysis or brain damage. Serious injuries to any of the internal organs, bones, ligaments, muscles, tendons or other aspect of the muscular skeletal system are possible. The injuries that may occur may affect future ability to participate in athletics or recreational activities, earn a living or engage in other business and social activities. The above stated parents' indemnification and hold harmless agreement is made with full knowledge of these dangers and risks. To attempt to minimize the possibility of injury, the participant must follow the coaches', sponsors', and athletic trainers' instructions regarding techniques, training, and team rules at all times and participate within the rules of the activity. Parents and participants should know that, while required precautions regarding blood borne pathogens will be taken, the danger of accidental exposure to body fluids still exists. All participants are encouraged to follow good hygiene and standard precautionary procedures. Parents and/or participants should communicate any possible exposure to the coach/sponsor or Athletic Trainer.

**Attendance Policy** - Participants in extra-curricular activities are to be in attendance a full school day to be eligible for extra-curricular events on the day of the scheduled event. Absences on Friday when a weekend event is scheduled will not constitute ineligibility for that event. Exceptions to this rule are made only with permission of the Athletic Director. Emergencies and pre-arranged absences will not be considered absences. (*School Board Policy 7:300*)

### RULES FOR EXTRA-CURRICULAR PARTICIPATION

Students participating in the extra-curricular activities program in District 204 will be obligated to observe the District 204 Discipline Policy as well as the following established requirements, or will be considered in violation of the Extra-Curricular Participation Code.

#### Participants must refrain from:

1. Possession, consumption, distribution, or purchase of tobacco products.
2. **Alcohol Possession\***, consumption, distribution, or purchase.
3. **Drug Possession\***, consumption, distribution, or purchase of steroids or other controlled substances, look alike drugs, drug related paraphernalia, or prescription drugs (either prescribed to someone else or used in a manner other than prescribed).
- \* Possession in numbers 2 and 3 is considered to be any presence while illegal transportation and/or consumption are taking place.
4. **Theft**, possession of stolen property, or vandalism.
5. **Acts of violence**, or other acts considered unlawful in this or any other jurisdiction.
6. **Attending** a function where there is underage drinking of alcohol, usage of steroids or other illegal drugs, look alike drugs, or abuse of prescription drugs.
7. **Sale**, distribution of, or providing location for the illegal consumption of controlled substances, alcohol, or prescription drugs. (Such a violation will carry a 3rd offense penalty, which is a suspension from all District extra-curricular participation for one calendar year.)
8. **Hazing/Initiation** in any athletic/activity program or outside the program. District 204 Student Discipline Guidelines define hazing initiations as administering physical punishment to an individual, directing verbal abuse at an individual, or requiring an individual to perform an immoral act as requirement to gaining membership into any club or organization.
9. **Sexual Harassment/Bullying/Intimidation/Harassment** in any athletic/activity program or outside the program. District 204 Student Discipline Guidelines and School Board Policy 7:20 define Sexual Harassment as follows: Any person, including a District employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex.

**NOTE:** It is the obligation of the student to give notice to the school administration within seven calendar days if civil authorities are involved with an Extra-Curricular Participation Code violation. Violations of the above are considered together in terms of determining 1st, 2nd and 3rd levels of discipline, and are cumulative over a student's high school career.

## DUE PROCESS

The following procedure will be employed with regards to Code of Conduct violations:

1. Athletic Director or Deans' office will initiate an investigation of code violation.
2. Prior to announcement of assigned consequences, the participant will be informed of the alleged violation and afforded an opportunity to make any statement on his/her behalf before a disciplinary committee.
3. If a violation of the Code of Conduct has been determined:
  - a. Parent/Guardian contact will be established to schedule a meeting date with the student, parent, and school officials to discuss the code of conduct violation and consequences.
  - b. This meeting should occur within 24 hours of a determination of the violation, when practical, or the next school day following the determination of the violation.
  - c. If the parent/guardian is unable to meet within the stated time frame, the penalty will be imposed pending a meeting at a later date.
4. A follow-up letter will be sent to the participant and parents/guardians regarding the specific violation and administered consequences.
5. The right to review does not postpone the penalty imposition. The decision of the school officials shall be final and is not subject to further review.
6. Penalties imposed pursuant to the Code of Conduct relate to the participant's eligibility to participate in Joliet Township District 204 extracurricular and co-curricular activities only. Violations of the Code of conduct do not preclude the imposition of penalties for violations of Joliet Township Academic Planner and District 204 regulations and policy where appropriate. Penalties imposed for rule violations conducted in the course of co-curricular activity shall not be in the form of grade punishment.
7. Where a penalty is imposed, the participant shall be removed from a leadership position (i.e. Student Council officer, captainship of an athletic organization and/or any other type of leadership role) in any extra-curricular and/or co-curricular for the duration of the season/activity.

## PENALTIES FOR EXTRA-CURRICULAR PARTICIPATION CODE VIOLATIONS

### 1st Offense

Suspension from extra-curricular participation for the number of regularly scheduled contests listed in Table I, Column I and/or the activity participation listed in Table II, Column I.

CLARIFICATION: If the season does not allow the participant to successfully complete the suspension, the suspension will carry over to the next season in which participation occurs. No awards will be given until the suspension is completed. The participant may be required to practice with his/her team during this period of suspension.

### 2nd Offense

Suspension from extra-curricular participation for the time listed on Table I, Column II, or Table II, Column II of the next regular season of participation, or the current season. The participant may be required to practice with his/her team during this period of suspension.

If less than half of the regular season remains, this may result in dismissal from the team. Participant may not compete or practice and will receive no school award if dismissed from the team. If the season does not allow the participant to successfully complete the suspension, the suspension will carry over to the next season in which participation occurs.

### 3rd and Subsequent Offenses

Participant is suspended from all District extra-curricular participation for one calendar year.

Nothing contained herein shall prohibit the District from imposing additional consequences for violations of this Code or the District's disciplinary policies after consideration of the facts

and circumstances of the offense, its impact on the student and others and its impact on the District.

All cases of discipline violations of the activities code will be reported to the District Director of Student Activities and Athletics in writing.

## SELF-ADMISSION

Self-admission by student and/or parent to a certified employee of the school District of any behavior that involves drugs, alcohol, or other prohibited substances prior to the knowledge of school authorities, and prior to the student being arrested, apprehended, or detained by law enforcement officials, or school officials, and before a school investigation has begun, generally will result in a reduction of consequences for the violation. Unless circumstances warrant otherwise, a voluntary admission will count as a first or second offense and the student will not be suspended from his/her activity.

Communication of admission must occur prior to the next scheduled school day or scheduled school related function, or activity. The purpose of this option is to provide a mechanism in which the student/participant can receive assistance if the offense involves drugs, alcohol, or other prohibited substances. The student will be required to successfully complete an educational substance abuse program.

Voluntary admission may only be instituted one time during a participant's high school career and may not be used when a third offense has occurred. (*School Board Policy 7:240*)

**TABLE I: PENALTIES FOR VIOLATIONS**

SPORT PROGRAM	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
	CONTEST SUSPENSIONS	CONTEST SUSPENSIONS	1 CALENDAR YEAR SUSPENSION
Boys Baseball	8	18	Yes
Boys Basketball	4	11	Yes
Boys Cross-Country	4	8	Yes
Boys Football	2	5	Yes
Boys Bowling	4	9	Yes
Boys Golf	4	8	Yes
Boys Soccer	4	9	Yes
Boys Swimming	4	8	Yes
Boys Tennis	4	9	Yes
Boys Track	4	9	Yes
Boys Volleyball	4	11	Yes
Boys Wrestling	4	9	Yes
Girls Badminton	4	8	Yes
Girls Basketball	4	11	Yes
Girls Bowling	4	9	Yes
Girls Cross Country	4	8	Yes
Girls Golf	4	8	Yes
Girls Soccer	4	9	Yes
Girls Softball	8	18	Yes
Girls Swimming	4	8	Yes
Girls Tennis	4	9	Yes
Girls Track	4	9	Yes
Girls Volleyball	4	11	Yes
Cheerleading	4	8	Yes
Dance	4	8	Yes

**TABLE II: VIOLATION PENALTY FRAMEWORK CONTEST/PERFORMANCE**

ACTIVITY	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
	SUSPENSIONS	SUSPENSIONS	1 CALENDAR YEAR SUSPENSION
Bass Fishing	1	2	Yes
Chess Team	2	4	Yes
Drama Contest Play	2	4	Yes
Group Interpretation	2	4	Yes
Math Team	2	4	Yes
Scholastic Bowl	2	4	Yes
Speech	2	4	Yes

**ATHLETICS**

Joliet Township will have separate athletic teams in all sports except tennis, golf, and swimming. In tennis, golf and swimming Joliet Central and Joliet West will participate as District teams. Joliet Central will be the host school for golf and boys swimming. Joliet West will be the host school for tennis and girls swimming.

**ATHLETICS - BOYS**

Baseball  
Basketball  
Bowling  
Cross-Country  
Football  
Golf  
Soccer  
Swimming  
Tennis  
Track  
Volleyball  
Wrestling

**ATHLETICS - GIRLS**

Badminton  
Basketball  
Bowling  
Cheerleading  
Cross-Country  
Dance  
Golf  
Soccer  
Softball  
Tennis  
Track  
Swimming  
Volleyball

**ATHLETIC FORMS**

The following forms can be accessed through the IHSA website:

- IHSA Performance-Enhancing Substance Policy
- IHSA Sports Medicine Acknowledgement & Consent Form (Concussion, PES, Asthma Medication)



## Illinois High School Association

(For 2019-20 School Term)

This summary is for the purpose of assisting in the understanding of IHSA By-laws and Policies. In case of a conflict between this publication and the constitution and by-laws of the IHSA, the constitution and by-laws shall control.

### Key Provisions Regarding IHSA Rules

#### Eligibility Rules

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSA Office.

Information contained here highlights some of the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at [www.ihsa.org](http://www.ihsa.org).

You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules, please contact your principal/official representative.

#### 1. Attendance

- A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.

- B. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
- C. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility.
- D. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

#### 2. Scholastic Standing

- A. You must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) .5 credit courses (2.5 full credits).
- B. You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

#### 3. Residence

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian.

You may be eligible if you are entering high school as a freshman and:

- A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian; or
- B. In the case of a multiple school district, you attend the public high school in the attendance area where you live full time with your parents, custodial parent or court appointed guardian; or
- C. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or
- D. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or
- E. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
- F. You attend the private/parochial high school which one or both of your parents attended; or

- G. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

#### 4. Transfer

- A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. **You cannot be eligible when you transfer until this form is fully executed and on file in the school office.**

- B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after **the IHSA sport season has begun**, you will be ineligible for cross country that entire school term at the new school.

- C. If you transfer attendance from one high school to another high school, you will be ineligible unless:

- 1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
- 2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
- 3. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;

- D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.

- E. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.

## Athletic Eligibility Rules—Page 2

- F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.

- G. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal/official representative of the school into which you transfer before you participate in an interscholastic athletic contest.

- H. **The IHSA Executive Director may grant limited eligibility if you transfer schools prior to the start of your sophomore year and are not otherwise in compliance with the transfer eligibility by-laws.**

#### 5. Age

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20th) birthday occurs.

#### 6. Physical Examination

You must have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your physical examination is good for 395 days from the date of the exam. The physician's report must be on file with your high school principal/official representative.

#### 7. Amateur Status

- A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes.

- B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$75 fair market value. There is no limitation on the value of your school letter.

- C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest.

- D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

#### 8. Recruiting of Athletes

- A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.

- B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.

- C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.

- D. You may not receive an "athletic scholarship" or any other special benefit from your school because you participate in athletics.

- E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.

- F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school.

Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.

#### 9. School Team Sports Seasons

- A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:

- 1. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws.

- 2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.

- B. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

#### 10. Playing in Non-School Competition

- A. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.

- B. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.

- C. **If you wish to participate in a competition sanctioned by the National Governing Body of a sport, a junior affiliate of the National Governing Body of a sport or an official Illinois affiliate for the sport, your principal/official representative must request approval through the Schools Center prior to any such participation.**

- D. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.

- E. You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.

#### 11. All-Star Participation

- A. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided the high school season in that sport has been completed. You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.

- B. You are not restricted from participating in all-star competition in sports other than football, basketball, soccer or volleyball, except that you may not do so during the school season for the sport.

#### 12. Misbehavior During Contests

- A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.

- B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.

**JTHS ARCHIVES INFORMATION  
CENTRAL CAMPUS**

**YEARBOOKS**

A limited number of yearbooks are available for reference purposes at the Joliet Public Library. A full set is available at the Joliet Central High School Library for reference purposes on regular school days from 7:30 a.m. to 3:00 p.m. (appointments preferred: 815-727-6752). Yearbooks cannot be checked out of the library. Visitors must register in the principal's office before visiting the library. Requests to purchase a particular yearbook must be made in writing to the Archives Committee. The supply is very limited.

**TOURS**

All tours must be arranged through the Assistant Principal's office:  
Central Campus: 815-727-6742      West Campus: 815-727-6942

**INQUIRIES**

Information on the purchase of jewelry, paperweights, or other special requests should be to:

Joliet Township High School Archives  
300 Caterpillar Drive  
Joliet, IL 60436  
815-727-6967

**JTHS FOUNDATION INFORMATION**

The Joliet Township High School Foundation is a not-for-profit corporation providing financial support to selected high school programs. Its Board of Trustees, comprised of community members, meets monthly. The Foundation seeks resources not otherwise available to the school, further enriching the educational opportunities in District 204. Funds are employed for such projects as enrichment programs, teacher improvement scholarships, and other suitable and worthwhile purposes associated with Joliet Township High School. Additional information can be found on the Foundation's website at [www.jthsfoundation.org](http://www.jthsfoundation.org).

**CENTRAL HIGH LOYALTY**  
JOLIET HIGH, WE'RE ALWAYS LOYAL  
TO THEE WE'LL E'ER BE TRUE.  
WITH A BATTLE CRY OF "ONWARD!"  
WE'LL FIGHT FOR GOLD AND BLUE.  
RAH! RAH!  
JOLIET HIGH GOES ON TO BATTLE;  
WE'LL CONQUER EVERY FOE;  
WE HAVE THE FIGHTING SPIRIT;  
ON TO VICTORY WE WILL GO



**WEST HIGH LOYALTY**

FIGHT...FIGHT...  
FIGHT! FIGHT! FIGHT!  
GO! WEST HIGH - GO! TIGERS!!  
FIGHT, SHOW THE FOE OUR MIGHT  
VICTORY AND GLORY BRING  
EVERY LOYAL SON WILL SING!!  
RAH! RAH!! RAH!!  
BLACK, GOLD, AND WHITE, WEST IS  
BEST  
THAT'S OUR BATTLE CRY  
LOYALTY AND HONOR TO THE MEN OF  
JOLIET WEST HIGH  
T - T...T - I - G  
E - E...E - R - S  
T - I - G - E - R - S  
TIGERS!

