



**Stevenson High School  
2022-2023**

**847-415-4000**

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

In case of emergency, please notify:

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

Phone #: \_\_\_\_\_

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Student Support Team (SST) members include deans, counselors, social workers and school psychologists. These multidisciplinary teams engage in a structured problem-solving process to identify students who need assistance, plan and implement academic and behavioral interventions, and monitor students' progress. As part of this process, SST members analyze school-wide achievement data, discipline and attendance records, and social-emotional screening data. SST members consult on an ongoing basis with students, teachers, and families to ensure success for all students. If you would benefit from social-emotional, behavioral, or academic supports, please make an individual appointment with your counselor, social worker, dean, or school psychologist.

## **CONFIDENTIALITY:**

Social workers, counselors and school psychologists, as well as supervised social worker, counselor, and school psychologist interns provide counseling services in accordance with several relevant federal and State laws. Before initiating a counseling relationship with a student, these SST members will discuss the nature and limitations of confidentiality. Information shared by a student to a counselor, social worker, school psychologist or supervised intern in the context of a counseling relationship is confidential except in situations where disclosure is necessary to prevent serious and foreseeable harm. Specifically, confidential information will not be disclosed without consent or as otherwise permitted by law unless the counseling service provider believes that (a) the student is in danger of seriously harming him/herself, (b) the student is planning or knows someone who is planning serious harm to someone else or (c) the student, other minor child, or elderly person is experiencing or has experienced abuse (including but not limited to sexual assault) or neglect by a parent, guardian, foster parent, or other individual living in the home or any person responsible for the student's welfare.

Social workers, psychologists and counselors recognize that the primary obligation for confidentiality is to students. However, SST members value parental involvement and encourage communication between school and home. SST members strive to balance students' rights to confidentiality with parents' rights and responsibilities to guide and support their children. For more information regarding the limits of confidentiality, the interested reader should refer to the Family Educational Rights and Privacy Act, the Illinois School Student Records Act, the Illinois Mental Health and Developmental Disabilities Confidentiality Act, the Abused and Neglected Child Reporting Act, and their implementing regulations.

# MENTAL HEALTH CONCERNS

Depression is a serious, but treatable, mental illness. While symptoms of depression may differ, some of the more common symptoms include:

Hopeless outlook  
Lost interest  
Difficulties with sleep  
Anxiety  
Irritability  
Changes in appetite and/or weight  
Frequent mood swings

If you are concerned about yourself and/or a peer who may be experiencing any of these symptoms, please reach out to a member of your SST **immediately** by going to any of the three Student Services Offices located in 2412, 2414, or 6064. Students may also report concerns **immediately** by using this QR code:



To discuss non-urgent concerns, students may schedule an appointment to meet with an SST member using Calendly. Calendly links may be found on the Student Services section of the SHS website. Students may also schedule an appointment by visiting one of the Student Services offices.

If you are concerned about another student, remember to:

**A**

**ACKNOWLEDGE** that you are seeing the signs of serious depression or suicide in a friend.

**C**

Let your friend know you **CARE** and are concerned about seeking help from a trusted adult.

**T**

**TELL** a trusted adult that you are worried about your friend.

**NOTHING IS TOO BIG OR TOO SMALL TO REPORT!**

## NEED HELP WITH

Accident Report / Injury . . . . .	Nurse's Office - 2436, 6042
Bus Information . . . . .	School Operation Office - 2426
Change of Address / Work Permits . . . . .	Student Services Office - 2412, 2414, 6064
Club Information / Student Government / Intramurals . . . . .	Student Activities Office - 1102
College Recommendation / Transferring High Schools / Graduation Requirements . . . . .	Counselor - 2412, 2414, 6064
Driver Ed. Credit (Private Agency) / Vehicle Insurance Discount / Transcripts . . . . .	Registrar - 2416
ID Replacement . . . . .	Attendance Office - 2416, 5024
Community Education . . . . .	PREP Office - 3040
Insurance (Health) . . . . .	School Operations Office - 2426
Job Opportunities . . . . .	Career Exploration Program Manager - 1123
Locker Problems . . . . .	Room 2400
Lost and Found (items are held for 30 days) . . . . .	Attendance Office - 2416, 5024
Lunch Assistance / Textbook Fines / Senior Parking Permits. . . . .	School Operations Office - 2426
Make-up Tests . . . . .	Testing Center - 1200
Athletic Eligibility / Study Table . . . . .	Athletic Office - 2000
Summer School Information . . . . .	Room 7096
Temporary One-Day Parking Permit . . . . .	Patriot Superstore Website
Theft Report / SHS Web Site . . . . .	Dean - 2412, 2414, 6064

**FOR ANY SCHOOL RELATED PROBLEM YOU CAN CONTACT A TEACHER, COUNSELOR, SOCIAL WORKER, SST COORDINATOR, DEAN OR OTHER ADMINISTRATOR FOR ASSISTANCE.**



## HEAR SOMETHING? SEE SOMETHING? SAY SOMETHING!!!

**Use the QR Code Below to Report:  
BULLYING  
HARASSMENT AND OR/DISCRIMINATION  
ANY SAFETY CONCERN**



**IF IT CAN'T WAIT, FIND AN ADULT NOW!**

## THE STEVENSON TRADITION

At the official dedication of Adlai E. Stevenson High School in November 1965, the superintendent observed that the school was “born of a conflict, nurtured by adversity and destined for greatness.” Nearly 60 years later, Stevenson is well on its way to fulfilling his prediction. Our school has earned numerous honors over the years, including five Blue Ribbon Awards for Excellence in Education from the U.S. Department of Education. We have been named one of the country’s top high schools by several publications and websites. Our teachers are among the very best in the nation, and hundreds of educators from around the country come to visit us each year to learn more about our professional learning community. None of this would have been possible without teachers and students devoting themselves to excellence. Although at Stevenson we always want to be forward-looking and seeking improvement, it is important to know something about the road traveled by the school to reach this point.

Stevenson had indeed been born in conflict. Prior to 1965, students from the area attended school at Ela-Vernon High School in Lake Zurich. In 1964, however, there was growing disagreement between the western (Lake Zurich) and eastern (current Stevenson) sections of the district about the direction the school should take. In 1964, the Ela-Vernon District voted to build a second high school in Prairie View for students living in the eastern half of the area. The conflict between the two sections of the district continued to grow, however, until June 1965 when the Lake Zurich area decided to create its own district. With less than three months before the opening of school, residents of the Stevenson area were left with an unfinished building, no school board or administration, and no faculty.

The new school faced its share of adversity. When school opened in September 1965, to 467 students and 34 teachers, the building was not carpeted, most classrooms were without desks, the library was empty, and athletic fields were nonexistent. Nevertheless, students, teachers, and community members rallied together to overcome the obstacles.

One of the first tasks facing the new Board of Education was naming the new school. Shortly before the school was to open, Adlai E. Stevenson II died of a heart attack. Stevenson, one of the area’s most prominent residents, had been the governor of Illinois, the Democratic Party’s nominee for president in 1952 and 1956, and the U.S. ambassador to the United Nations. He was widely considered to be one of the most eloquent and wittiest statesmen of his time, and the Board of Education decided to name the school in his honor. Other names and titles associated with the new school – the Patriots, the Ambassador, the Statesman, the Wit – flowed from the background and characteristics of this great man. The school colors – green and gold – reflect the colors worn during the Revolutionary War by a group of our nation’s earliest patriots, Ethan Allen and the Green Mountain Boys.

All of us at Stevenson High School – students, teachers and staff – owe a great debt to the women and men who came before us. They paved the way in creating a school that is highly regarded around the nation. During your time here, I hope you will reflect in gratitude upon all the resources that have been made available through the hard work of those who came before us.

Have an outstanding school year! Go Pats!

Eric Twadell,  
Ph.D., Superintendent

# **ADLAI E. STEVENSON HIGH SCHOOL VISION STATEMENT**

Our tradition of sustained excellence has been built upon a foundation of the search for continuous improvement and lifelong learning. This vision statement reflects what we hope to become as a school community. It is our vision for the future.

The following vision statement was approved in 2018. It follows earlier vision statements created in 1983, 1990, 1996 and 2010.

Our vision statement rests upon five pillars: curriculum; equity, access and inclusivity; professional learning community; culture for learning; and community engagement. Each pillar is detailed below.

## **CURRICULUM**

In order to ensure “Success for Every Student,” we will implement a guaranteed, viable and rigorous curriculum that meets the evolving needs of our students while prioritizing active engagement and reflective problem-solving. Our curriculum will encourage students to scrutinize evidence of their learning, challenge their thinking, and forge new understandings. We will help students gain confidence, discover their talents, and develop the skills they need to succeed in life.

## **EQUITY, ACCESS AND INCLUSIVITY**

In order to ensure “Success for Every Student,” we will recognize every student as a valued individual. Students will learn in a safe, inclusive space, where they are taught to understand the value of their own experiences in relation to other, diverse perspectives. We will be relentless in removing barriers to full equity, access, and inclusivity in our curricular and co-curricular programming. We will establish high academic and behavioral expectations, and we will provide students with the supports required to help them meet or exceed those expectations.

## **PROFESSIONAL LEARNING COMMUNITY**

In order to ensure “Success for Every Student,” we will sustain a culture focused on learning, collaboration, and results. Our culture of continuous improvement will be driven by collective inquiry, innovative instructional practices, and learning-centered assessment and grading practices. We will implement impactful intervention strategies that provide students with more time and support when needed in order to ensure learning and achievement. As a model Professional Learning Community, we will participate in state, national, and global initiatives focused on improving educational outcomes.

## **CULTURE FOR LEARNING**

In order to ensure “Success for Every Student,” all decision-making processes will be based on the best interests of our students and their learning. We will promote social-emotional learning and a healthy life balance for all students as we nurture continuous improvement and growth in their curricular and co-curricular experiences. We will encourage students to set attainable and aspirational goals, learn the value of hard work and dedication, and embrace the challenges and opportunities they will experience in high school and beyond.

## **COMMUNITY ENGAGEMENT**

In order to ensure “Success for Every Student,” we will actively engage and support the Stevenson H.S. community. We value and respect our community’s diverse perspectives, and will provide opportunities for parents and others to inform and support the vision and values of our school. We will forge collaborative partnerships with those who share expertise, providing authentic and innovative student-learning experiences. We are committed to utilizing our resources and facilities to develop and implement educational and recreational opportunities as we work to connect the community and school.



# **PORTRAIT OF A STEVENSON GRADUATE**

Our students will commit to the following:

## **SELF**

- Pursue a balanced high school experience.
- Foster responsible, healthy and ethical decision-making skills.
- Develop a sense of resilience and self-awareness.
- Demonstrate self-empowered and life-ready skills.

## **OTHERS**

- Celebrate, honor, and respect diverse people and perspectives.
- Develop a sense of empathy for those around them.
- Serve local, national, and global communities.
- Engage in civic duties and responsibilities.

## **LEARNING**

- Strive for continuous improvement.
- Foster a curious, creative and innovative mind.
- Sustain a growth mindset when facing new challenges.
- Develop problem-solving and reflective skills.
- Collaborate and learn from and with others.

# STEVENSON'S LOYALTY SONG

March on to Victory  
Patriots brave and bold.  
We'll raise our banners high to see  
Colors green and gold, rah, rah, rah!  
Fight, fight for Stevenson;  
Show how great are we  
So let's fight, fight, fight  
Onward to Victory.  
V-I-C-T-O-R-Y  
Victory, Patriots, Stevenson High!

# STEVENSON'S ALMA MATER

Hail Alma Mater, noble and strong  
To thee with loyal hearts  
We raise our Song  
Swelling to heaven high, our voices bold  
Oh, hail to thee, Stevenson  
Our green and gold.

# DID YOU KNOW?

Stevenson Students may participate in PREP instructional and recreational courses.  
<http://www.d125.org/prep>

**Patriot Recreational Educational Program** offers community education courses  
for youth through senior citizens.

For additional information, come to the Prep Office in Room 3040.

**College of Lake County** offers seniors the opportunity to take  
college credit courses during the 2nd semester of their senior year.

Call CLC at 847-543-6501

The weekly **eMinuteman** and our website at [d125.org](http://d125.org) have an updated calendar of events.

# AN OVERVIEW

## A. GENERAL PRINCIPLES OF THE CODE OF CONDUCT

For over fifty years Stevenson High School has been building a tradition of excellence. As a student of Stevenson, you are asked to help contribute to that tradition. This Student Guidebook includes a description of the characteristics of an excellent school; a description developed by the teachers, students, community members and Board of Education of Stevenson. This description explains the type of school Stevenson strives to be. By maintaining high personal expectations for success, utilizing open communication with staff and fellow students, and following the guidelines listed below, you both increase your opportunities for success and help make Stevenson an excellent school.

1. Accept responsibility for your education, decisions, words, and actions.
2. Act in a way that best represents your school, parents, community and self to promote a safe, healthy environment in which to learn.
3. Be active in the school and community.
4. Maintain a balance between academics, co-curricular activities, and community projects, continually giving your best effort to each.
5. Support your fellow students and their activities.
6. Respect cultural diversity, individuality, and the choices and rights of others.

These general principles form the foundation of the Code of Conduct of Stevenson High School as set forth in the Board of Education's policies and this Student Guidebook. If you act in accordance with these principles, you will be within the rules of the school and the Board of Education policies on student conduct, and more importantly, you will increase the likelihood of experiencing personal success in and satisfaction with school.

## B. EXPECTATIONS FOR CLASSROOM BEHAVIOR

The classroom is certainly the most critical area of an educational institution, and your teachers will insist that your behavior and attitude in the classroom reflect the importance of the serious business of learning. More specifically, you are expected to:

1. arrive to class on time.
2. be prepared for class with all materials necessary for class that day.
3. be attentive to the task at hand until dismissed by the teacher.
4. show respect and consideration for others.
5. demonstrate care and consideration for school property and the property of others.

**Each teacher is able to establish the rules and procedures for his or her classroom. You are expected to observe those rules and to respond promptly to the direction of your teacher.**

## C. STRUCTURING THE STUDENT'S DAY

Stevenson is organized on the premise that freshmen benefit from a highly structured school day in order to ease their transition into high school. Therefore, freshmen are either in a class or study hall the entire day with the exception of a twenty-five minute lunch period. However, sophomores who meet the stipulated criteria will be given the privilege of an extended lunch period. As you become an upperclassman, you are nearing a time in your life when you must begin to assume more responsibility for your decisions. Thus, an assumption is made that upperclassmen will benefit if they are given more responsibility to determine how they will use their lunch hours, free periods, etc. You should keep in mind, however, that the freedom to make these decisions is a privilege that may be removed by your Dean if you fail to observe the rules of the school.

## D. CONSEQUENCES OF INAPPROPRIATE BEHAVIOR

If you violate the rules of Stevenson High School or the Board of Education's policies on student conduct, certain consequences will follow. The specific consequences will be determined on a case-by-case basis and considering the nature, severity and/or frequency of the offense. Any final decision by the Board of Education concerning disciplinary action for gross disobedience or misconduct will be determined on a case-by-case basis and shall not be deemed precedential in effect.

The grounds for disciplinary action, as described in detail in this Student Guidebook, apply whenever a student's conduct is reasonably related to school or school-sponsored activities, including but not limited to: (1) on, or within sight of, school grounds before, during, or after school hours or at any time; (2) Off school grounds at a school-sponsored activity, or any activity that bears a reasonable relationship to

school; (3) traveling to or from school or a school activity, function, or event; or (4) anywhere, if the conduct interferes with, disrupts, or adversely affects the school mission, instruction, activities, discipline, and/or operations, or is reasonably foreseeable that the conduct will interfere with, disrupt, or adversely affect the school mission, instruction, activities, discipline, and/or operations, including but not limited to conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; (b) endanger the health or safety of students, staff, or school property; or (c) otherwise impinges on the rights of other students.

For purposes of this Student Guidebook, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including but not limited to situations in which the item is: (a) on your person; (b) contained in another item belonging to you, or under your control, including but not limited to in your clothes, backpack, or purse; (c) in your school locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Stevenson High School complies with the provisions of the Individuals with Disabilities Education Act (IDEA), the Illinois School Code, Section 504 of the Rehabilitation Act of 1973, and their respective rules and regulations regarding the use of behavioral interventions and the procedures for disciplining students with disabilities. See Board policy 7:230, *Misconduct by Students with Disabilities*, for detailed information.

Stevenson High School does not administer corporal punishment. The selection of the appropriate consequence is solely at the discretion of the Dean, Assistant Principal, Principal, and/or Superintendent. Your parents will always be informed of the disciplinary consequence you receive. **Students who participate in extracurricular/co-curricular activities may receive extracurricular/co-curricular consequences in addition to school disciplinary action if their conduct violates the Extracurricular/Co-Curricular Code of Conduct.**

## RESTORATIVE PRACTICES

*Restorative justice views student behavior as more than breaking school rules – it also causes harm to people, relationships, and the school community. An appropriate school response must address those harmed as well as the wrongdoing. If the students involved are willing, the best way to do this is to help them meet to discuss those harms and how to about bring resolution. Traditional school consequences are available if the students are unable or unwilling to meet. Stevenson High School strongly endorses restorative practices and believes they can lead to transformational changes in student lives. Restorative practices may include formal mediations, written reflections, written or oral apologies, and more.*

## CONSEQUENCES FOR MISCONDUCT

Consequences for misconduct may include, but are not limited to, the following:

### 1. ORAL/Written WARNING

For first-time and/or minor violations, you may receive an oral or written warning to cease and correct your behavior. Written warnings will include an explanation of the misconduct and will be sent to parents/guardians.

### 2. NOTIFYING PARENTS/GUARDIANS

### 3. DISCIPLINARY CONFERENCE

Stevenson is committed to using restorative practices in response to student misconduct when possible. These practices may include, but are not limited to, affective statements, questioning strategies, and impromptu conferences. Stevenson will utilize restorative conferences whenever harm has been done and the offense is deemed appropriate for a restorative conference. Successful participation and completion of a restorative conference may be used to restructure traditional disciplinary consequences.

### 4. SEIZURE OF CONTRABAND

School officials may seize from you any item, including but not limited to personal items, which is prohibited or otherwise violates this Student Guidebook and/or Board policy. Seized items may be held by the Principal, Assistant Principal, or Dean depending on the nature and severity of the incident. Weapons, drugs, and other illegal items may be turned over to the School Resource Officer or other law enforcement officials.

### 5. TEMPORARY REMOVAL FROM CLASS

### 6. COMPLETION OF SUBSTANCE ABUSE/CORRECTIVE PROGRAM

You may be required to participate in a recognized substance abuse or other corrective/education program before, during, or after school.

## **7. DETENTION**

You may be assigned a detention either before or after school. The sole activity permitted during detention is silent study. Failure to complete a detention within the allotted time will result in one week of LOP for sophomores, juniors and seniors, and Extended Detention for freshmen, for each unserved detention.

## **8. SATURDAY SCHOOL**

You may be assigned a Saturday School. This program is an alternative consequence to an ADA and allows students the opportunity to fulfill disciplinary consequences without missing valuable class time. Saturday School is held from 8:00 - 11:00 a.m. on specific Saturdays. The sole activity allowed in Saturday School is silent study. Students are denied admittance if they do not bring sufficient study materials or if they arrive late. Failure to report to Saturday School or failure to follow the supervisor's directives will result in LOP, including but not limited to driving/parking privileges and unscheduled time, and/or ADAs. If a student misses an assigned Saturday School, he/she will not be eligible to receive this alternative consequence for the remainder of the semester. Saturday School may be rescheduled, at the discretion of the Dean, one time during the semester if the request is made in advance of the assigned date. Students participating in extracurricular/co-curricular activities who are assigned to Saturday School during their activity time period/season must fulfill these obligations as scheduled. No participation of any kind, including but not limited to registration or participation in a practice, rehearsal, or meeting, is allowed on a Saturday prior to the completion of the Saturday School obligation. A student may participate in an extracurricular/co-curricular activity once all obligations are fulfilled.

## **9. EXTENDED DETENTION**

You may be assigned a 2.5-hour detention after school as an alternative consequence to an ADA or Saturday School. The extended detention is held each week from 3:45-6:15 p.m.

## **10. LOSS OF PRIVILEGES (LOP)**

Stevenson High School offers a wide variety of activities and events throughout the year, including but not limited to dances, Spring Fling, Senior Party and graduation exercises. All of these activities and events are privileges that must be earned. In addition, as you advance through Stevenson High School you may receive certain additional privileges, including but not limited to longer lunch periods, unscheduled time, permission to leave campus, and driving/parking on campus. Students will not be reimbursed for parking lost as a result of a consequence. You will forfeit these privileges and be assigned consequences when appropriate if you do not comply with school rules. Stevenson has the following continuum of LOPs, depending on the type, nature, and severity of a student's conduct:

LOP 1= full lunch period loss of privilege

LOP 2= free period loss of privilege

LOP 3= parking and off-campus loss of privilege (juniors and seniors)

LOP 4= attendance/participation in all school-sponsored events loss of privilege

LOP 5= attendance/participation in all school-sponsored events loss of privilege for one school year

Note that for students who are not eligible for certain privileges, including but not limited to those listed in LOP 1 for freshmen and LOP 2 and 3 for freshmen and sophomores, 2 weeks of LOP is equivalent to 1 Extended Detention or 1 Saturday School.

Failure to report to LOP study hall may result in an Extended Detention, ADA or OSS. Half period LOP is assigned only during periods 4, 5, and 6.

Along with other privileges, students who violate the Stevenson High School Extracurricular/Co-Curricular Code of Conduct may lose the privilege of participating in extracurricular/co-curricular activities, including but not limited to competitions, performances, meetings, school dances, Spring Fling, Senior Party, and graduation exercises.

A student may earn back lost privileges by complying with requirements and/or participating in alternative activities as determined in the sole discretion of the Dean, Assistant Principal, Principal, or Superintendent. Examples of requirements/activities include, but are not limited to: meeting academic and/or behavior criteria for a designated period of time; successfully completing a substance abuse or other corrective education program; or successfully completing a designated amount of community service hours. Students who receive LOP 5 may not earn back privileges for a minimum of one school year unless otherwise indicated by the Superintendent.

Students become eligible for privileges beginning their sophomore year. **SOPHOMORES, JUNIORS, AND SENIORS MUST RETAIN A SATISFACTORY DISCIPLINE, ATTENDANCE, AND ACADEMIC RECORD IN ORDER TO RETAIN PRIVILEGES.**

### **SOPHOMORE PRIVILEGES**

In order to be eligible for privileges, a second semester freshman must meet the following criteria:

#### **Behavioral/Academic Criteria for Release from Sophomore Lunch Supervision**

- a. Freshmen who do not receive a Saturday School, Extended Detention, ADA, and/or OSS the second semester of freshman year will be eligible to have a full-period lunch during Sophomore year.
- b. Using Freshman second semester grades, a student who has a D or an F in any class may be required to attend lunch supervision. If a student retakes a class in summer school in which he/she previously received a D or an F, and gets a C or higher, he/she will no longer be required to have supervision.
- c. The recommendation of Freshmen Advisory Teacher and Mentors.

#### **Students Who Do Not Qualify**

Students who meet the academic and behavioral criteria for the first six weeks of their sophomore year will earn the privilege of an extended period lunch. Those who do not meet the criteria will remain in lunch supervision for another six weeks, at which time they may earn the privilege by meeting the behavioral and academic criteria.

#### **Retaining the Full-Period Lunch Privilege**

Students must maintain the academic and behavioral criteria to retain the full-period lunch privilege. Sophomores who leave campus during lunch hours may lose the full-period lunch privilege and be assigned to lunch supervision for six weeks.

### **JUNIOR AND SENIOR PRIVILEGES**

In order to be eligible for privileges, juniors and seniors must meet the following criteria:

#### **Behavioral/Academic Criteria for a Free Period**

- a. Juniors and seniors who do not receive an ADA and/or OSS during the previous semester will be eligible to have a free period, including a free 8th period for seniors.
- b. Using the previous semester grades, a student who has a D or an F in any class may be required to attend LOP study hall during any period that he/she does not have a class or extracurricular/co-curricular activity. If a student retakes a class in summer school in which he/she previously received a D or an F, and gets a C or higher, he/she will no longer be required to attend LOP study hall.
- c. The recommendation of the student's Dean.

#### **Retaining the Free Period Privilege**

Juniors and seniors must maintain the academic and behavioral criteria to retain the free period privilege.

#### **Earning Back the Free Period Privilege**

Students who lose the free period privilege may earn back the privilege by meeting the academic and behavior criteria for a period of time, determined at the sole discretion of the Dean, Assistant Principal or Principal.

## **11. ALTERNATIVE DAY ASSIGNMENT (ADA)**

The length of an Alternative Day Assignment (ADA) may vary from one class period to ten school days. If you are given a full-day ADA, you must report to the ADA room no later than 8:30 a.m. and remain there until 3:25 p.m. or until the end of your last scheduled class. This includes during special events such as assemblies or pep rallies. The sole activity permitted in the ADA room is silent study. All of the provisions listed under "expectations for classroom behavior" apply to the ADA. In addition:

- a. you will be allowed to leave the ADA room only during specified restroom breaks,
- b. you must complete all assigned course work.

Failure to comply with any of these provisions will result in a parent conference and an extension of the ADA, LOPs, including but not limited to parking, and/or an OSS.

**NOTE: You are not allowed to participate in any extracurricular/co-curricular activity,**

**including but not limited to any practice, rehearsal or meeting, on the day of an ADA.**

## **12. OUT-OF-SCHOOL SUSPENSION (OSS)**

A student may be suspended for up to ten school days for any activity that constitutes gross disobedience or misconduct. (See section entitled "Student Rights" for information on your rights in regard to OSS.) **IF YOU ARE SUSPENDED FROM SCHOOL, YOU MAY NOT BE ON THE CAMPUS OR ATTEND ANY SCHOOL FUNCTION FOR ANY REASON UNLESS YOU HAVE MADE PRIOR ARRANGEMENTS WITH YOUR DEAN.** Failure to observe this rule is considered trespassing and may result in additional consequences and/or criminal prosecution. You and your parents/guardians must have a conference with your Dean prior to your return to school after serving an OSS.

During the course of a student's out-of-school suspension, students are entitled to earn full credit on assignments, work or other assessed activities. Upon returning from an out-of-school suspension, students are expected to have completed the work they missed. Students are expected to prepare and take assessments immediately upon return.

In the case of an out-of-school suspension, students are expected to contact (email) teachers to gather assignments, work, homework readings, etc. Students are encouraged to access teacher web sites, instructional teacher social media pages, etc. to ensure they are receiving any and all notes, work, lab information, reviews, etc. For the duration of the suspension, students are encouraged to connect with any of their student support team members, Counselor, Social Worker, School Psychologist, or Dean, if they feel they need emotional or academic support.

Upon completing an out-of-school suspension, students will participate in a re-entry conference. Optimally, the Parent/Guardian with the student and his/her SST Team will convene before school to discuss expectations, check in process, and the availability of any academic, social/emotional, or other supports the students may require to re-engage with school instruction, school activities or the school community.

**A student who has been suspended for more than 20 school days may be immediately transferred to an alternative school program according to State law.** A student will not be denied a transfer because of the suspension, except where the transfer is deemed to cause a threat to the safety of the students and staff in the alternative program.

See Board Policies 7:190, *Student Discipline*, and 7:200, *Suspension Procedures*, for more detailed information.

## **13. SUSPENSION OF BUS RIDING PRIVILEGES**

A student may be suspended from riding the school bus for up to ten school days for any activity on the bus that constitutes gross disobedience or misconduct. The Board of Education may suspend a student from riding the school bus for more than 10 school days for safety reasons. See Board Policies 7:190, *Student Discipline*, and 7:220, *Bus Conduct*, for more detailed information.

## **14. POLICE REFERRAL**

All known or suspected illegal acts will be reported to the police. School disciplinary action and extracurricular/co-curricular disciplinary action, if any, may be imposed for the same incident regardless of whether or not a police report is made.

## **15. REFERRAL TO THE ASSISTANT PRINCIPAL**

If you continue inappropriate behavior despite efforts to correct it, or if you commit a serious offense that interferes with, disrupts, or adversely affects the school mission, instruction, activities, discipline, and/or operations, or is reasonably foreseeable that the conduct will interfere with, disrupt, or adversely affect the school mission, instruction, activities, discipline, and/or operations (including but not limited to conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; (b) endanger the health or safety of students, staff, or school property; or (c) otherwise impinges on the rights of other students), you will be referred to the Assistant Principal. The Assistant Principal will initiate a thorough review of your behavior and will determine the advisability of your remaining in school under your current program. In addition, the Assistant Principal will assign an OSS with possible recommendation for expulsion from Stevenson High School.

## **16. EXPULSION**

In cases of gross disobedience or misconduct, the Superintendent, Principal, and/or Assistant Principal may recommend to the Board of Education that expulsion proceedings be initiated. The Board has the authority to expel a student for up to two years.

**A student who has been expelled may be immediately transferred to an alternative school program according to State law.** A student will not be denied a transfer because of the expulsion, except where the transfer is deemed to cause a threat to the safety of the students and staff in the alternative program.

See Board Policies 7:190, *Student Discipline*, and 7:210, *Expulsion Procedures*, for more detailed information.

#### **E. MONITORING AND SEARCHES**

To maintain the health, safety, and well being of all, our campus is routinely monitored with video surveillance and inspected by school safety dogs. To maintain order and safety, school officials may search places and areas of the school such as lockers, desks, parking lots, and other District 125 property and equipment, as well as the personal items left in those places and areas by students, without the consent of the parents/guardians or student, and without a search warrant. School officials may search students, personal belongings in their possession, and their vehicles if they have a reasonable suspicion that the students have violated a school rule, Board of Education policies, or the law and/or have evidence of a violation of a school rule, Board of Education policies, or the law.

#### **F. VISITOR POLICY**

Stevenson High School is committed to maintaining and fostering a safe and secure campus and environment and we consider any and all violations of our policies to this end to be matters of dangerous conduct and gross disobedience.

Visitors who are not currently enrolled at Stevenson High School and who do not have a previously scheduled appointment with a staff member, student support team member, or member of the administration, will not be allowed on campus and may risk law enforcement intervention, with the possibility of facing a trespass violation.

Non-Stevenson students are also not permitted to be on campus at any time, including to use our facilities (ILC, ELC, QLC, tutoring services, etc) unless participating in a school-sponsored athletic or intramural club event for which they or their team have been officially invited to participate. Exceptions to this policy are as follows:

- 1) Students or adult visitors who wish to view and support their team within the context of an official school-sponsored athletic or intramural club event.
- 2) Members of the school community or neighboring towns who have been specifically invited to a public and school-sponsored event or festival.

SHS Alumni may visit our school, but only on an officially scheduled Alumni Day. Guests of alumni are never allowed to participate in this event.

Any Stevenson student found to be facilitating or having facilitated the arrival, to our school campus, of anyone who is not a currently enrolled Stevenson student, will be subject to consequences for dangerous conduct and/or gross disobedience.

#### **G. HEALTH AND SAFETY PROTOCOLS**

Employees, students, and visitors must comply with health/safety protocols implemented due to pandemic conditions or other circumstances that threaten public health or safety, including (but not limited to) requirements relating to face coverings, temperature checks and symptom screening, self-certification, hand hygiene, and social distancing.

The Superintendent or designee will notify employees, parents/guardians, and students of this policy and the governing procedures and protocols.

Exceptions and/or accommodations will be made when a face covering (or any other protocol) is medically contraindicated, provided that the individual supplies appropriate and sufficient medical documentation and complies with all other procedures relating to the exemption/accommodation process. Alternate health/safety protocols will be required.

Employees, students, and visitors who fail or refuse to comply with health/safety protocols may be excluded from district/school grounds and school-related activities until compliance is achieved. In addition, employees and students will be subject to discipline for non-compliance.

See Board Policies 4:180, *Pandemic Preparedness and Health/Safety Protocols*, and 7:190, *Student Behavior*, for more detailed information.



## SPECIFIC RULES AND REGULATIONS

The overview of this Student Guidebook presented:

1. the general principles that form the foundation of the Stevenson Code of Conduct,
2. our expectations for your behavior,
3. the rationale for the differences in the way in which the school day is structured for students, and
4. the potential consequences of inappropriate behavior.

**NOTE: The following listing of specific rules is not intended to be all-inclusive. You will be subject to disciplinary action any time your behavior is disruptive, illegal, insubordinate, or disrespectful to others and/or otherwise violates the Stevenson High School Code of Conduct. Specific consequences will be assigned by a Dean, the Assistant Principal, the Principal, or the Superintendent. Decisions about expulsion will be made by the Board of Education.**

These rules apply at all times while you are on the school campus and/or in proximity to the campus, on school-sponsored field trips, on school buses, at school bus stops, while you are traveling to or from school or school bus stops, and while you are at school-sponsored events and activities, and at any other time or place that your conduct may affect the safety and/or well-being of other students and/or staff. **These rules also apply, and you may be subject to discipline, for any conduct that takes place off-campus and/or outside of school if the conduct interferes with, disrupts, or adversely affects the school mission, instruction, activities, discipline, and/or operations, or is reasonably foreseeable that the conduct will interfere with, disrupt, or adversely affect the school mission, instruction, activities, discipline, and/or operations, including but not limited to conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; (b) endanger the health or safety of students, staff, or school property; or (c) otherwise impinges on the rights of other students. This may include your conduct through e-mail, the Internet, and/or social media, including but not limited to cyberbullying.**

**You are responsible for following all rules and regulations contained in the Board of Education's policies and procedures and this Student Guidebook. Repeated violations of any portion of the Board's policies or the Code of Conduct may be considered gross disobedience or misconduct and will be subject to discipline, up to and including expulsion.**

For more detailed information about prohibited student conduct and student discipline, see Board Policies 7:190, Student Discipline, 7:220, Bus Conduct, 7:230, Misconduct by Students with Disabilities; 7:20, Harassment of Students Prohibited; 7:130, Student Rights and Responsibilities; 7:160, Student Appearance; 7:170, Vandalism; 7:180, Preventing Bullying, Intimidation, and Harassment; 7:310, Restrictions on Publications and Written or Electronic Material. You can find the Board of Education's Policy Manual at the District's Administrative Office or on the District's website.

### A. ATTENDANCE

#### 1. ABSENCES/TRUANCY

You must attend all classes and study halls unless your absence is authorized by your Dean, the Assistant Principal, or the Principal. Not only is daily attendance required by law, it is essential for the successful completion of your courses. The most common cause of academic failure is absence. Since we sincerely want you to succeed at Stevenson, we will respond to every unauthorized absence from a class or study hall. An unauthorized absence for part or all of a school day constitutes truancy.

#### **FAILURE TO REPORT AN ABSENCE IN FORTY-EIGHT HOURS MAY RESULT IN AN AUTOMATIC UNAUTHORIZED ABSENCE.**

If you accumulate excessive authorized absences, the Principal/Assistant Principal/Dean may require a doctor's verification for subsequent absences. Any excessive number of absences by groups of students may require doctor's verification as well. Excessive absences and excessive number of students absent are determined by the Principal/Assistant Principal/Dean.

**Unexcused absences are cumulative and an absence from ANY period will be counted when determining the appropriate consequence.**

### Single Period Unexcused Absences (UAs)

CONSEQUENCES	
Incident	Consequence
a) First and Second single period absences	2 Detentions per UA, and 1 week of LOP 1 for 2nd UA.
b) Three up to Five single period absences	1 Extended Detention per UA, and 2 weeks of LOP 1 and LOP 2/LOP 3 for 5th UA.
c) Six up to Ten single period absences	1 Extended Detention per UA, and 6 weeks of LOP 1, 2, 3 and 4 for 10th UA.
d) Eleven and Beyond single period absences	Up to 1 day of ADA per UA, and 12 weeks of LOP 1, 2, 3 and 4 for 15th UA.

### Half to Full School Day Unexcused Absences

CONSEQUENCES	
Incident	Consequence
a) First Incident of half-day up to all-day absence	LOP and/or one day of ADA.
b) Second incident of half-day up to full-day absence	LOP and two days of ADA.
c) Third Incident of half-day up to full-day absence	LOP and three days of ADA.
d) Fourth Incident and Beyond of half-day up to full-day absences	Determined by the Dean, Assistant Principal, or Principal in his or her sole discretion.

**Students who exhibit excessive unauthorized absences will be referred to a member of the Student Support Team for possible referral to the Lake County Regional Office of Education Truancy Division. Chronic truancy will be reported to the Lake County Regional Office of Education and/or the Lake County State’s Attorney office.** A chronic truant is a student of compulsory school age who is absent without valid cause for 5% or more of the previous 180 regular student attendance days. See Board policy 7:70, *Attendance and Truancy*, for more detailed information.

### 2. ABSENCES FROM TRANSPORTATION – LAKE CO. TECHNOLOGY CAMPUS

Students must use the transportation provided by the District to and from the Lake County Technology Campus. Any exceptions must be authorized by the Director of Applied Arts. Students who do not ride the District transportation without proper authorization will receive the following consequences.

CONSEQUENCES	
Incident	Consequence
a) First Incident	LOP and/or two days of ADA or Extended Detentions.
b) Second Incident	LOP and/or three days of ADA.
c) Third Incident and Beyond	Determined by the Director of Applied Arts, Dean, Assistant Principal, or Principal in his or her sole discretion.

**If you miss the Lake County Technology Campus Bus for any reason, you must report immediately to the Director of Applied Arts, room 1410.**

### 3. LEAVING CAMPUS

Students may not leave campus at any time during the school day unless they:

- a. receive authorization through one of the Nurse’s Offices to leave ill, or
- b. receive a pass from the Attendance Office to leave for an authorized reason (verified by parent/guardian in a prior phone call) and check out through the Attendance Office.

CONSEQUENCES	
Incident	Consequence
a) First Incident	LOP and/or two days of ADA.
b) Second Incident	LOP and/or three days of ADA.
c) Third Incident and Beyond	Determined by the Dean, Assistant Principal, or Principal in his or her sole discretion.

- **Freshmen and Sophomores may not leave the campus once they have arrived on school property unless they follow the proper procedure for leaving. *This includes days with special schedules.***
- **Students who have off-campus privileges (eligible Juniors and Seniors only) and leave during their unscheduled or lunch period, assume responsibility for any missed classes due to a failure to return on time, including but not limited to car problems.** Upperclassmen taking underclassmen off campus is prohibited. Violation of this rule will result in loss of driving/parking privileges.
- Any Freshman or Sophomore who leaves campus during a lunch period will lose the privilege of a full-period lunch.

#### 4. TARDINESS

- You are expected to arrive to all classes and study halls before the tardy bell rings.
- If you arrive to class less than five minutes after the tardy bell, you will be considered tardy; if you arrive more than five minutes after the bell, you will receive an unauthorized absence for that period.

**Tardies are cumulative and a tardy from ANY period will be counted when determining the appropriate consequence.**

CONSEQUENCES	
Incident	Consequence
a) 1 up to 5 Tardies	Warning.
b) 6 up to 10 Tardies	1 week of LOP 1 for 6th tardy and two Detentions.
c) 11 up to 15 Tardies	2 weeks of LOP 1 and LOP 2/LOP 3 for 11th tardy and 1 day of Extended Detention.
d) 16 up to 20 Tardies	6 weeks of LOP 1, 2, 3 and 4 for 16th tardy and 1 day of Extended Detention.
e) Over 20 Tardies	12 weeks of LOP 1, 2, 3 and 4 for 20th tardy and up to 1 day of ADA.

#### B. BEHAVIOR/CONDUCT

**NOTE: THE PENALTIES FOR OFFENSES RELATED TO WEAPONS, GANGS, FIGHTING, BULLYING, HARASSMENT OR DISCRIMINATION ARE CUMULATIVE OVER THE FULL PERIOD THAT YOU ARE ENROLLED AT STEVENSON.**

##### 1. INSUBORDINATION/DISRESPECT

You are expected to respond promptly to the directions of staff members and to act respectfully toward staff members at all times. Refusal to do so is considered a serious breach of the Stevenson Code of Conduct. Insubordination includes, but is not limited to, disobeying a directive from school staff or officials, disobeying rules of student conduct, and refusing to submit to a search.

CONSEQUENCES	
Incident	Consequence
a) First Incident	LOP and/or Extended Detention and/or up to 3 days ADA, and/or OSS, depending on the nature and severity of the incident.
b) Second Incident	LOP and/or Extended Detention, up to five days of ADA, and/or OSS, depending on the nature and severity of the incident.
c) Third Incident and Beyond	LOP, Extended Detentions and/or up to ten days of ADA or OSS, depending on the nature and severity of the incident. Possible Recommendation for Expulsion, depending on the nature and severity of the incident.

- 2. INSUBORDINATION/DISRESPECT WHICH CONSTITUTES GROSS DISOBEDIENCE OR MISCONDUCT, AND/OR interferes with, disrupts, or adversely affects the school mission, instruction, activities, discipline, and/or operations, or is reasonably foreseeable that the conduct will interfere with, disrupt, or adversely affect the school mission, instruction, activities, discipline, and/or operations, including but not limited to conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; (b) endanger the health or safety of students, staff, or school property;**

CONSEQUENCES	
Incident	Consequence
a) All Incidents	LOP, Extended Detentions and/or up to ten days of ADA or OSS, depending on the nature and severity of the incident. Possible Recommendation for Expulsion, depending on the nature and severity of the incident.

**3. INAPPROPRIATE LANGUAGE, GESTURES OR CLOTHING**

Vulgar, lewd or obscene language, gestures, and clothing/hats, including but not limited to clothing where one of the messages or meanings relates to alcohol, tobacco, drugs, or sex, have no place in an educational environment.

CONSEQUENCES	
Incident	Consequence
a) First Incident	LOP and/or two Detentions and directed to remove clothing/hat when appropriate.
b) Second Incident	LOP and/or one day of ADA.
c) Third Incident and Beyond	LOP and three days of ADA.

**4. CONDUCT AROUND THE BUILDING**

During the school year over 4,500 people spend a significant portion of each day at Stevenson High School. In order for our school community to function in a safe and orderly manner, each individual must observe certain standards of conduct around the building.

**General:** You are expected to observe the following rules in regard to the building:

- i. Walk through the hallways.
- ii. Report to the cafeteria, commons and/or Learning Centers during your unscheduled time.
- iii. Do not loiter in academic hallways, washrooms, music area, gymnasium areas, stairways or other non-classroom settings.
- iv. Do not engage in recreational activities/eating near the main entrances or near classrooms.
- v. Maintain a clean and sanitary environment in the school and on campus grounds. Please do not litter.

CONSEQUENCES	
Incident	Consequence
a) All Incidents	LOP, Extended Detentions and/or up to ten days of ADA or OSS, depending on the nature and severity of the incident. Possible Recommendation for Expulsion, depending on the nature and severity of the incident.

- a. Use of Unsupervised Areas:** Students may not be present in any unsupervised or locked area of the campus. Examples include, but are not limited to: athletic facilities, locker rooms, music department, Performing Arts Center, Auditorium, Computer Labs, Learning Centers, and classrooms. Students must leave the campus at the end of the school day unless they are involved in a supervised activity or meeting with a staff member. Students waiting for transportation at the end of the supervised activity must wait in a designated area.

CONSEQUENCES	
Incident	Consequence
a) First Incident	LOP, and/or Detention(s) and/or one to ten days of ADA, depending on the nature and severity of the incident.
b) Second Incident and Beyond	LOP, Detention and/or one to ten days of ADA or OSS, depending on the nature and severity of the incident. Possible Recommendation for Expulsion, depending on the nature and severity of the incident.

- b. Lockers:** If you are assigned a hall locker, that locker remains the property of the school and may be opened and searched at any time by school officials. It is important that you keep all valuable possessions at home as Stevenson will not be responsible if they are lost or stolen. Do not write on, kick, or abuse the lockers, as it may constitute vandalism of school property.

CONSEQUENCES	
Incident	Consequence
a) All Incidents	Two Detentions, LOP and/or one day of ADA. Parent Conference. Determined by the Dean, Assistant Principal, or Principal in his or her discretion.

- c. Transactions:** Items (including but not limited to food, clothing and/or other tangible goods) may not be advertised, sold or purchased by students on school grounds without prior approval from the Director of Student Activities or Assistant Principal. This includes, but is not limited to, students advertising, selling or purchasing legal or illegal items to/from other students on or around the campus. Students are not permitted to purchase and/or receive food deliveries while on campus from any outside vendor(s) or people other than their own parent/guardian. If a parent/guardian chooses to bring their student an item, the parent/guardian may only do so for their own student. Violation of this rule is a serious offense and will result in the following consequences:

CONSEQUENCES	
Incident	Consequence
a) First Incident	LOP, and/or two Detentions or up to one day of ADA.
b) Second Incident	LOP and/or up to two days of ADA.
c) Third Incident and Beyond	LOP and/or up to three days of ADA, or one day of OSS. Determined by the Dean, Assistant Principal, or Principal in his or her sole discretion.

## 5. VANDALISM AND THEFT

Vandalism, theft, damage or destruction of school property, and possession/sale of stolen property, or attempt to cause damage or steal, are inconsistent with a key concept in the Stevenson High School Code of Conduct (consideration for others) and is illegal. The consequence for these acts will depend upon the nature and extent of the incident. For purposes of disciplinary action, a loss/damage of less than \$500 is a minor loss and a loss/damage of more than \$500 is a major loss. Stevenson is not responsible for personal property that is lost or stolen.

**NOTE: Stevenson is not responsible for personal property that is lost or stolen from lockers. Do not share lockers or give your combination to others. Report all locker malfunctions to room 2400. The school reserves the right to inspect and search lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or the consent of the student or his or her parents/guardians, and without a search warrant.**

CONSEQUENCES	
Incident	Consequence
a) First Incident	LOP, Extended Detentions and/or up to ten days of ADA or OSS, depending on the nature and severity of the incident. Restitution. Referral to School Resource Officer, depending on the nature and severity of the incident.
b) Second Incident and Beyond	LOP, Extended Detentions and/or up to ten days of ADA or OSS. Possible Recommendation for Expulsion, depending on the nature and severity of the incident. Restitution. Referral to School Resource Officer, depending on the nature and severity of the incident.

## 6. IDENTIFICATION

You will be provided with an ID card and are expected to carry this card with you at all times. Please show or surrender the ID card whenever you are requested to do so by a staff member, school official, or school bus driver. If asked to further identify yourself beyond your ID card, you are expected to comply. Students may not alter their ID cards in any way. Lost ID cards must be replaced in the Attendance Office for \$10.00.

### ***Lincolnshire Village Code (Ordinance)***

***11-8-5: PEOPLE ENTERING SCHOOL BUILDING: Teachers and other employees may request any person entering a public school building or the grounds which are owned or leased by the board and used for school purposes and activities to identify himself or herself and the purpose of entry. A person who refuses to provide such information and still enters the building or grounds is guilty of a Class A misdemeanor.***

**Refusal to identify yourself or carry or surrender your ID card, altering or defacing a school ID, or lying about your identity or carrying false identification, is insubordination and/or dishonesty.** Lying about your identity will be dealt with according to the Dishonesty section of this Student Guidebook. Otherwise, the consequences for violation of these rules are as follows:

### **a. Failure to identify yourself or carry or surrender your school I.D.**

CONSEQUENCES	
Incident	Consequence
a) First Incident	LOP and/or Detention(s).
b) Second Incident	LOP and/or Extended Detention.
c) Third Incident and Beyond	Determined by the Dean, Assistant Principal, or Principal at his or her sole discretion.

**b. Altering or defacing a school I.D.; or carrying false identification.**

CONSEQUENCES	
Incident	Consequence
a) First Incident	LOP, Extended Detention and/or one day of ADA or OSS.
b) Second Incident and Beyond	LOP and two days of ADA.
c) Third Incident and Beyond	Determined by the Dean, Assistant Principal, or Principal in his or her sole discretion.

**7. RESPONDING TO PASSES**

If you receive a pass to report to a school official, you must report promptly. If you do not, you will be subject to the following:

CONSEQUENCES	
Incident	Consequence
a) All Incidents	Determined by the Dean in his or her sole discretion.

**8. PUBLIC DISPLAYS OF AFFECTION**

School is not the place for prolonged displays of affection. Examples of inappropriate public displays of affection include, but are not limited to, fondling, groping or grabbing body parts, lengthy kissing, and/or other sexual acts.

CONSEQUENCES	
Incident	Consequence
a) All Incidents	Conference with the Dean. LOP and/or up to 10 days of ADA.

**9. GAMBLING**

You are prohibited from any type of gambling on school grounds and/or at school-related events.

CONSEQUENCES	
Incident	Consequence
a) First Incident	LOP and/or up to three days of ADA.
b) Second Incident	LOP and/or up to five days of ADA.
c) Third Incident and Beyond	LOP and/or up to 5-10 days of ADA or OSS depending on the nature and severity of the incident.

**10. DETENTIONS ASSIGNED BY TEACHERS**

A teacher may assign a detention for tardiness or inappropriate behavior in the classroom. Failure to serve a teacher-assigned detention will result in the following:

CONSEQUENCES	
Incident	Consequence
a) First and Second Incidents	X* plus 1 Detention. * X represents the number of detention(s) assigned by the teacher.
b) Third Incident and Beyond	LOP and/or one day of ADA.

**11. FAILURE TO COMPLETE SATURDAY SCHOOL/EXTENDED DETENTION**

Saturday School and Extended Detention allow students the opportunity to fulfill disciplinary consequences without missing valuable class time. Failure to attend Saturday School or Extended Detention may result in the following:

CONSEQUENCES	
Incident	Consequence
a) All Incidents	LOP and/or two days of ADA.

## 12. OBSCENE AND LIBELOUS MATERIALS

Distribution of material that is obscene or libelous is prohibited in school, on or adjacent to school property, or at school-related activities. Obscene material is that which a reasonable person, viewing the material as a whole and applying community standards for children of a relevant age, would find depicts or describes sexual conduct in an offensive way, appeals to a prurient interest, and lacks serious literary, artistic, political or scientific value. Libelous material is that which tends to falsely depict the reputation of another. Students who distribute such materials or who write or publish such material for distribution engage in gross disobedience/misconduct. **See Board Policy 7:310, *Restrictions on Publications and Written or Electronic Material*** and the Section of this *Student Guidebook* on Student Rights and Responsibilities, *Distribution of Materials*, for additional information.

CONSEQUENCES	
Incident	Consequence
a) First Incident	LOP, Extended Detentions and/or up to ten days of ADA or OSS. Possible Recommendation for Expulsion, depending on the nature and severity of the incident.
b) Second Incident and Beyond	LOP, Extended Detentions and/or up to ten days of ADA or OSS, depending on the nature and severity of the incident. Possible Recommendation for Expulsion, depending on the nature and severity of the incident.

## 13. FRATERNITIES/SORORITIES/SECRET SOCIETIES

No student on or around school property or at any school-related activity shall be a member; promise to join, pledge to become a member; or solicit any other person to join, promise to join, or be pledged to become a member of any fraternity, sorority, or secret society.

CONSEQUENCES	
Incident	Consequence
a) First Incident	LOP and/or Extended Detention or up to five days of ADA.
b) Second Incident and Beyond	LOP, Extended Detentions and/or up to ten days of ADA or OSS, depending on the nature and severity of the incident. Possible Recommendation for Expulsion, depending on the nature and severity of the incident.

## 14. DANGEROUS CONDUCT

**NOTE: PENALTIES FOR DANGEROUS CONDUCT ARE CUMULATIVE OVER THE FULL PERIOD YOU ARE ENROLLED AT STEVENSON.**

Any behavior that endangers the safety or well being of yourself or others will not be tolerated and may be considered gross disobedience or misconduct. As a general principle, such actions may result in up to a ten-day OSS, and LOP, with possible recommendation for Expulsion. Dangerous conduct involving the use or presence of a student's vehicle on campus may result in that vehicle being towed at the student's own expense (also see the Section of this *Student Guidebook* on Transportation, *Driving and Parking on Campus*). Students who engage in dangerous conduct may also be referred to the School Resource Officer or other law enforcement authorities. **Furthermore, if you have knowledge or have reason to believe that the safety of a member of the school community may be at risk, you should immediately contact your Dean, the Assistant Principal, or the Principal.**

## a. WEAPONS

Using, possessing, controlling, transferring, or participating in a plan to sell a weapon is



considered gross disobedience or misconduct. A “weapon” means:

- i. a firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/1.1), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1); or
- ii. a knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including but not limited to a bat, pipe, bottle, lock, stick, pencil, pen, or “look-alikes” of any weapon or firearm as defined in this paragraph or paragraph a. above.

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

CONSEQUENCES	
Incident	Consequence
a) First Incident	LOP and up to ten days of ADA and/or OSS. Possible Recommendation for Expulsion, depending on the nature and severity of the incident.
b) Second Incident and beyond	LOP and up to ten days of OSS. Possible Recommendation for Expulsion, depending on the nature and severity of the incident.

**b. GANG AND GANG-RELATED ACTIVITIES**

Student involvement in gangs or gang-related activities is strictly prohibited. Student involvement in gangs or gang-related activities may be considered gross disobedience or misconduct. No student on or around school property or at any school-related activity shall:

- i. be a member of any gang.
- ii. wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign, or other things which may be viewed as evidence of membership or affiliation in any gang. This includes any badge, symbol, or sign that may be present on a student’s notebooks or in other personal possessions including electronic devices, such as an iPad.
- iii. commit any act or omission, or use any speech, either verbal or nonverbal (gestures, handshakes) showing membership or affiliation in a gang.
- iv. use any speech or commit any act or omission in furtherance of the interests of any gang or gang-related activity, including but not limited to:
  - i. requesting any person to pay for protection or otherwise intimidating or threatening any person;
  - ii. committing any illegal act or other violation of school district policies; or
  - iii. inciting other students to act with physical violence upon any other person.

CONSEQUENCES	
Incident	Consequence
a) First Incident	LOP and/or up to ten days of ADA or OSS, with possible reduction if the student successfully completes a gang education program. Possible Recommendation for Expulsion, depending on the nature and severity of the incident.
b) Second Incident and Beyond	LOP, Extended Detentions and/or up to ten days of ADA or OSS. Possible Recommendation for Expulsion, depending on the nature and severity of the incident.

**c. FIGHTING**

Disputes between members of the school community should be resolved through proper channels, including the district’s restoration conference offering. Physical conduct, including but not limited to pushing, shoving, and wrestling, will be considered fighting regardless of the student’s intent. Fighting may be considered gross disobedience or misconduct. If you are

involved in a fight, you will receive the consequences listed below. Furthermore, criminal charges such as assault, battery, and/or disorderly conduct may be filed against you. Law enforcement may be contacted.

CONSEQUENCES	
Incident	Consequence
a) First Incident	LOP, Extended Detentions and/or up to ten days of ADA or OSS, depending on the nature and severity of the incident. Possible Recommendation for Expulsion, depending on the nature and severity of the incident.
b) Second Incident and Beyond	LOP and/or five to ten days of ADA or OSS. Possible Recommendation for Expulsion, depending on the nature and severity of the incident.

**d. BULLYING/HARASSMENT/HAZING/HATE SPEECH**

**NOTE: PENALTIES FOR BULLYING/HARASSMENT/HAZING/HATE SPEECH ARE CUMULATIVE OVER THE FULL PERIOD YOU ARE ENROLLED AT STEVENSON.**

Every member of the school community is entitled to attend school free from bullying, harassment, sexual harassment, hazing and hate speech. This applies to both an in-person setting and in cyberspace.

*Harassment* means any unwelcome and/or offensive conduct that unreasonably interferes with a person's work or performance; or creates an intimidating, hostile, or offensive work or school environment; or implies that submission to such conduct is an explicit or implicit term of employment/participation; or implies that submission to or rejection of such conduct will be used as a basis for decision-making affecting the person. Harassment includes, but is not limited to, name-calling, derogatory slurs, wearing or possessing items that depict or imply hatred, prejudice or ridicule, unpermitted touching, crude jokes or pictures, teasing related to sexual characteristics, demanding sexual favors, and subjecting a person to embarrassment, hostility, humiliation or intimidation because of their race, gender, religion or any type of derogatory speech in which the recipient is offended.

*Sexual Harassment* -Sexual harassment can take two forms, **quid pro quo** and **hostile environment**.

- a. **Quid pro quo** sexual harassment occurs when a school district employee explicitly or implicitly conditions a student's participation in an education program or activity or bases an educational decision on the student's submission to unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature, whether or not the student submits to the conduct.
- b. **Hostile environment** harassment occurs when unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature by another student, a school employee, or a third party are sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from an educational program or activity or to create a hostile or abusive educational environment. Sexual harassment includes conduct that is also criminal in nature such as rape, sexual assault, stalking, and similar offenses.

Sexual harassment may include but is not limited to:

- i. Unwelcome verbal harassment of a sexual nature or abuse;
- ii. Unwelcome pressure for sexual activity;
- iii. Unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact;
- iv. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's educational status;
- v. Unwelcome behavior, verbal or written words or symbols directed at an individual because of gender;
- vi. The use of authority to emphasize the sexuality of a student in a manner that prevents or impairs that student's full enjoyment of educational benefits, climate or opportunities.

Race, color, national origin, ethnicity, sex, disability, sexual orientation, and religion based Harassment - Harassment based on race, color, national origin, ethnicity, sex, disability, sexual

orientation, and religion is oral, written, graphic or physical conduct relating to an individual's race, color, national origin, ethnicity, sex, disability, sexual orientation, and religion (including an individual's ancestry, country of origin, or country of origin of the student's parents, family members, or ancestors) that is sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability of an individual to participate in or benefit from the district's programs or activities. Harassment of students because they are immigrants, speak another language, or have a foreign accent may constitute discrimination based on national origin or race or both, depending on the circumstances. A racial or national origin basis for acts of harassment may be evident from the explicit statements of the perpetrator or may be inferred from the surrounding circumstances.

A hostile environment may be created by behaviors such as the following:

- i. Intimidation and implied or overt threats of physical violence motivated by race, color, national origin, ethnicity, sex, disability, sexual orientation, and religion.
- ii. Physical acts of aggression or assault upon another, or damage to another's property that is motivated by the individual's race, color, national origin, ethnicity, sex, disability, sexual orientation, and religion.
- iii. Depending on the circumstances and context, demeaning racial jokes, taunting, racial slurs and derogatory racial "nicknames," innuendos, or other negative or derogatory remarks of a racial nature or relating to national origin, ethnicity, sex, disability, sexual orientation, and religion.
- iv. Depending on the circumstances and context, graffiti and/or slogans or visual displays such as cartoons or posters depicting racial/ethnic slurs or racially/ethnically/sexually derogatory sentiments.
- v. Criminal offenses directed at persons because of their race, color, national origin, ethnicity, sex, disability, sexual orientation, and religion.
- vi. Internet/social media posts containing or reflecting any of the above.

Bullying means any physical or verbal conduct, including but not limited to written or electronic communications such as e-mail, postings, or blogging, directed towards a student that may place that student in fear of harm to himself/herself or property, negatively effects the student's physical or mental health, substantially interferes with the student's academic performance, and/or interferes with the student's ability to participate in or benefit from school, services, activities or benefits. Bullying includes, but is not limited to, harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual assault, theft, public humiliation, destruction of property, and retaliation for complaining about bullying.

Bullying includes cyber-bullying and means any service 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:

- i. placing a student in fear of harm.
- ii. causing a detrimental effect on a student's physical or mental health.
- iii. interfering with a student's academics; or
- iv. substantially interfering with the student's participation, or benefit from, school services, activities or privileges.

Cyber-bullying means bullying through the use of technology or electronic communication, including (but not limited to) transfer of signs, signals, writing, images, sounds, data, etc. transmitted by a wire, radio, electromagnetic, photo-electronic, or photo-optical system. Some examples include, but are not limited to, email, internet communication, instant message, text messaging and social media communication.

Hazing occurs when any person knowingly requires the performance of any act by a student or the acquiescence to any act performed to a student for the purpose of induction into, admission into, initiation into, affiliating with, holding office in, or maintaining membership in any group, organization, society, club, or athletic team whose members are or include other students. Hazing includes, but is not limited to, any verbal or physical action intended to degrade, humiliate, ridicule, harass, harm, embarrass or intimidate the recipient.

Hate Speech is speech that attacks a person or a group on the basis of attributes such as race, religion, ethnic origin, national origin, sex, disability, sexual orientation, or gender identity. Students will be subject to discipline for any hate speech used to bully, harass or intimidate, and any hate speech that interferes with the educational environment. Conduct may constitute hate speech even when the speaker is a member of the same protected class as the individual(s) to whom the speech is directed. Disciplinary action will be taken for any conduct that violates this paragraph.

If you or someone you know feels that they have been bullied, harrassed, hazed and/or subjected to hate speech, or witnessed someone who has been bullied, you can report it by:

1. Reporting it to any Stevenson faculty or staff member that you feel comfortable sharing such information with.
2. Reporting it to a member of your SST team; (counselor, social worker, psychologist, or dean).
3. Reporting it directly to one of the deans.
  - Dean Kathy McCauley - 847-415-4037 - kmccauley@d125.org
  - Dean Oscar Rivera - 847-415-4036 - orivera@d125.org
  - Dean Sara Rogers - 847-415-4024 - srogers@d125.org
  - Dean David Schoenfisch - 847-415-4035 - dschoenfisch@d125.org
  - Dean Daryl Wallace - 847-415-4065 - dwallace@d125.org
  - Dean Carla Wood - 847-415-4062 - cmwood@d125.org
4. You can make an anonymous report by using the safety app which is available on your iPad. Click on the "Bullying Report" icon, and follow the instructions. You can also make an anonymous report online at [www.d125.org/bullying](http://www.d125.org/bullying). Any student found to have made a false report regarding bullying and/or harassment within our anonymous reporting mechanism may receive consequences for being dishonest with school officials.

Parents/guardians of witnesses, victims and offenders will be notified by the Dean of Students.

The effectiveness of Stevenson's bullying policies will be evaluated every 2 years.

Bullying, harassment, hazing and/or hate speech may be considered gross disobedience/misconduct. If you witness bullying, harassment, or hazing of another student and fail to report it to school staff, it is considered a violation of State law, and may also be considered a violation of the Stevenson High School Code of Conduct and Board policies. Additionally, falsely reporting incidents will not be tolerated and consequences will be issued.

CONSEQUENCES	
Incident	Consequence
a) First Incident	Completion of anti-bullying/harassment/hate speech curriculum and/or participation in restorative justice conferencing and/or LOP, Extended Detentions and/or up to ten days of ADA or OSS. Possible Recommendation for Expulsion, depending on the nature and severity of the incident.
b) Second Incident and Beyond	Completion of anti-bullying/harassment/hate speech curriculum and/or participation in restorative justice conferencing and/or LOP and/or up to ten days of ADA or OSS. Possible Recommendation for Expulsion, depending on the nature and severity of the incident.

**e. TRESPASSING**

Entering or remaining in or on school property, including but not limited to school buildings, school grounds, and school buses, outside of the normal operating hours of the school or scheduled school-related activities, without authorization from the Principal or designee is prohibited. Violation of this rule may constitute gross disobedience or misconduct and violate State law. Violation of this rule will result in the following:

CONSEQUENCES	
Incident	Consequence
a) First Incident	LOP, detentions and /or up to five days of ADA, depending on the nature and severity of the incident.
b) Second Incident and Beyond	LOP and up to ten days of ADA or OSS. Possible Recommendation for Expulsion, depending on the nature and severity of the incident.

**f. OTHER CRIMINAL ACTIVITIES**

Violating any criminal law, including but not limited to false impersonation, assault, battery, arson, eavesdropping, bomb threats, or pulling a fire alarm, will not be tolerated. Violation of this rule may constitute gross disobedience or misconduct. Law enforcement will be notified.

CONSEQUENCES	
Incident	Consequence
a) First Incident and Beyond	LOP and/or up to ten days of ADA or OSS, depending on the nature and severity of the incident. Possible Recommendation for Expulsion, depending on the nature and severity of the incident.

**15. DISHONESTY**

**NOTE: PENALTIES FOR OFFENSES RELATED TO DISHONESTY ARE CUMULATIVE OVER THE FULL PERIOD YOU ARE ENROLLED AT STEVENSON.**

**a. ACADEMIC DISHONESTY, PLAGIARISM**

Academic dishonesty and plagiarism will not be tolerated. Academic dishonesty includes, but is not limited to, wrongfully giving or receiving help during an academic exam, wrongfully obtaining a copy of tests or scoring devices, copying another student's answers during a test, providing another student with answers to or copies of test questions, having another person impersonate you or impersonating another student for academic assistance, duplicating any portion of another student's homework, assignment, project or test, having someone else complete any portion of your homework, assignment, project or test, and using or having available notes, electronic devices, or other unpermitted materials during "closed book" tests.

Plagiarism means intentionally copying from another student, or enabling someone else to do so; or using someone else's (classmate or published author) words without using quotation marks. Whenever you use a key word or more than two words in a row from another source, you must put those borrowed words in quotation marks and cite your source; or using someone else's (classmate or published author) ideas without giving that person credit.

**Academic dishonesty and plagiarism may include the use of, or attempted use of, any District technology and/or personal electronic communication device to engage in the above behavior.**

Academic consequences for violations of these rules will be determined by the class instructor in consultation with the curriculum team and curricular director. These violations also may impact participation in co-curricular/extracurricular activities.

CONSEQUENCES	
Incident	Consequence
a) First Incident	LOP, detentions and/or up to five days of ADA, depending on the nature and severity of the incident.
b) Second Incident and Beyond	LOP, detentions, and/or up to ten days of ADA or OSS. Possible Recommendation for Expulsion, depending on the nature and severity of the incident.

**b. LYING TO SCHOOL OFFICIALS**

Students are expected to be honest and forthcoming with all school officials.

CONSEQUENCES	
Incident	Consequence
a) First Incident	LOP, Detentions, Extended Detentions and/or up to three days of ADA.
b) Second Incident and Beyond	Determined by the Dean, Assistant Principal, or Principal in his or her sole discretion.

**c. FORGERY/ALTERING SCHOOL FORMS OR UNAUTHORIZED POSSESSION OF SCHOOL FORMS**

Students are expected to honor the integrity of all school forms, including but not limited to parent/guardian permission and consent forms. Any forgery, altering, or unauthorized possession of school forms will result in the following:

CONSEQUENCES	
Incident	Consequence
a) First Incident	LOP, Detentions, Extended Detentions and/or up to three days of ADA.
b) Second Incident and Beyond	Determined by the Dean, Assistant Principal, or Principal in his or her sole discretion.

**16. PROHIBITED SUBSTANCES**

**NOTE: PENALTIES FOR OFFENSES RELATED TO PROHIBITED SUBSTANCES ARE CUMULATIVE OVER THE FULL PERIOD YOU ARE ENROLLED AT STEVENSON. CONSEQUENCES FOR ENGAGING IN PROHIBITED SUBSTANCES MAY INCLUDE OUT-OF-SCHOOL SUSPENSION, LOSS OF PRIVILEGES, RECOMMENDATION FOR EXPULSION FROM STEVENSON HIGH SCHOOL AND/OR REPORTING TO LOCAL LAW ENFORCEMENT.**

Using, possessing, distributing, purchasing, or selling prohibited substances will not be tolerated and is considered gross disobedience or misconduct. Under the influence is treated as having the prohibited substance in your possession. Students found engaging in the sale of prohibited and/or illegal substances are considered a threat to our school community and this action may result in the highest level of discipline and intervention possible. Such actions may result in up to ten days of OSS and LOP, with possible Recommendation for Expulsion. See Board Policy 7:190, *Student Discipline*, for detailed information concerning prohibited substances.

**a. ALCOHOLIC BEVERAGES**

Selling, purchasing, possessing, consuming/using, distributing, or participating in a plan to sell, purchase, possess, consume/use and/or distribute, any alcoholic beverages, or attempt to do any of the above on school property, at or in connection with school, at or in connection with any school-sponsored activity or event, or while traveling to or from school or any school-sponsored activity or event will not be tolerated. **Under the influence is treated as having the prohibited substance in your possession (including but not limited to any Blood Alcohol Level above 0.00).** Violation of this rule may be considered gross disobedience or misconduct and is subject to disciplinary action and referral to law enforcement authorities.

**b. ILLEGAL DRUGS AND CONTROLLED SUBSTANCES**

Selling, purchasing, possessing, consuming/using, distributing, or participating in a plan to sell, purchase, possess, consume/use and/or distribute, any illegal drugs or controlled substances, and impairing or intoxicating substances, including but not limited to cannabis/marijuana/hash, inhalants, synthetic cannabinoids, substituted cathinones, prescription medication prescribed for someone else, your prescription medication in an amount not prescribed, anabolic steroids, and banned performance-enhancing substances, or the attempt to do any of the foregoing on school property, at or in connection with school, at or in connection with any school-sponsored activity or event, or while traveling to or from school or any school-sponsored activity or event will not be tolerated. Violation of this rule may be

considered gross disobedience or misconduct and is a violation of State law. Students who violate this rule are subject to disciplinary action and referral to law enforcement authorities.

**Consequences for violations involving alcohol, illegal drugs and/or controlled substances are as follows:**

CONSEQUENCES	
Incident	Consequence
a) First Incident	LOP and up to ten days of ADA and/or OSS, with possible reduction if the student successfully completes a District approved drug intervention program. Possible Recommendation for Expulsion, depending on the nature and severity of the incident. Possible referral to the School Resource Officer.
b) Second Incident and Beyond	LOP and up to ten days of ADA and/or OSS, with possible reduction if the student successfully completes a District approved, intensive drug intervention program per the SHS SAP Coordinator. Possible Recommendation for Expulsion, depending on the nature and severity of the incident. Possible referral to the School Resource Officer.

**c. LOOK-ALIKE/COUNTERFEIT DRUGS AND PARAPHERNALIA**

Selling, purchasing, possessing, consuming/using, distributing, or participating in a plan to sell, purchase, possess, consume/use and/or distribute, any paraphernalia associated with illegal drugs, controlled substances, and impairing or intoxicating substances or attempt to do any of the above while on school property, at or in connection with school, at or in connection with any school-related activity or event, or while traveling to or from school or any school-related activity or event will not be tolerated. Examples of such paraphernalia include, but are not limited to, rolling papers, pipes, vaporizers (“vapes”), chargers, adapters, batteries, any other peripheral devices, grinders, clips, hypodermic needles, and flasks. Violation of this rule will be considered gross disobedience or misconduct and a violation of State Law, and is subject to disciplinary action, including referral to law enforcement authorities.

CONSEQUENCES	
Incident	Consequence
a) First Incident	LOP and up to ten days of ADA and/or OSS, with possible reduction if the student successfully completes a District approved drug intervention program. Possible Recommendation for Expulsion, depending on the nature and severity of the incident. Possible referral to the School Resource Officer.
b) Second Incident and Beyond	LOP and up to ten days of ADA and/or OSS, with possible reduction if the student successfully completes a District approved, intensive drug intervention program per the SHS SAP Coordinator. Possible Recommendation for Expulsion, depending on the nature and severity of the incident. Possible referral to the School Resource Officer.

**d. TOBACCO/ELECTRONIC NICOTINE DELIVERY SYSTEM**

Possession/use of tobacco or tobacco-related paraphernalia in any form at school or any school-related activity or event, or while traveling to or from school or any school-related activity or event is prohibited. Tobacco and tobacco-related paraphernalia include, but are not limited to, cigarettes, any look-alike smoking product, cigars, smokeless tobacco that is loose, cut, shredded, ground, powdered, compressed or leaf tobacco intended to be placed in the mouth without being smoked, including but not limited to chewing tobacco, rolling papers,

electronic cigarettes, vaporizers (“vapes”), nicotine fluid/cartridges, Nicorette, or tobacco or nicotine in any other form. Violation of this rule may constitute gross disobedience or misconduct and is a violation of State law. **Regardless of your age, you will lose privileges if you are in possession of tobacco on school grounds, in proximity to school, on a school bus, or at school-related activities or events.**

CONSEQUENCES	
Incident	Consequence
a) First Incident	LOP and/or up to three days of ADA, with possible reduction if the student successfully completes a tobacco education program. Referral to School Resource Officer.
b) Second Incident and Beyond	LOP and/or up to five days of ADA, with possible reduction if the student successfully completes a tobacco education program. Referral to School Resource Officer.

## 17. TECHNOLOGY

**NOTE: PLEASE NOTE THAT THE SCHOOL MAINTAINS THE RIGHT TO MODIFY OR LIMIT INTERNET ACCESSIBILITY AND/OR PROGRAMS ON A SCHOOL-ISSUED ELECTRONIC DEVICE. ADDITIONALLY, THE SCHOOL RESERVES THE RIGHT TO INSPECT ANY SCHOOL-ISSUED DEVICE AT ANY TIME. PENALTIES FOR THE INAPPROPRIATE USE OF TECHNOLOGY ARE CUMULATIVE OVER THE FULL PERIOD YOU ARE ENROLLED AT STEVENSON.**

### *Illinois Right to Privacy in the School Setting Act:*

*Under the act, elementary and secondary schools must notify students and parents that they may request or require a student to surrender a “password or other related account information” in order for school officials to access “the student’s account or profile on a social networking site if the school has reasonable cause to believe that the student’s account on a social networking website contains evidence that the student has violated a published disciplinary rule of policy.”*

### a. PERSONAL ELECTRONIC COMMUNICATION DEVICES

#### i. Possession and Use of Personal Electronic Communication Devices

Possessing and using personal electronic communication devices, including but not limited to cell phones, iPods, iPads, and lap top computers, on school grounds is a privilege. These devices must be powered off and not visible in classrooms, locker rooms, restrooms, detention, Extended Detention, Saturday School, Testing Center, unless the supervising staff member grants permission, the use of the device is provided in a student’s IEP, or in the case of an emergency that threatens the safety of students, staff, or other individuals.

**Failure to follow these rules will result in the following:**

CONSEQUENCES	
Incident	Consequence
a) First Incident	Two Detentions and/or one week of LOP.
b) Second Incident	Two weeks of LOP and/or Extended Detention.
c) Third Incident	Four weeks LOP and/or Extended Detentions.
d) Fourth Incident and Beyond	Determined by the Dean, Assistant Principal, or Principal in his or her sole discretion.

#### ii. Inappropriate Use of Personal Electronic Communication Devices:

Students shall not use personal electronic communication devices in any manner that interferes with, disrupts, or adversely affects the school mission, instruction, activities, discipline, and/or operations, or is reasonably foreseeable that the conduct will interfere with, disrupt, or adversely affect the school mission, instruction, activities, discipline, and/or operations, including but not limited to conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; (b) endanger the health or safety of students, staff, or school property; or (c) otherwise impinges on the rights of other students. Prohibited uses of personal



electronic communication devices include, but are not limited to, using the device to take photographs in locker rooms, restrooms and other locations where students and/or staff have a reasonable expectation of privacy; producing, viewing, sharing, distributing, or disseminating a digital picture or image of an indecent depiction of self or another person; academic dishonesty; or violating other student conduct rules, including but not limited to cyberbullying. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone (i.e., “sexting, participating in a plan to sell, purchase, possess, consume/ use and/or distribute impairing and/or intoxicating substances, etc). If you are the recipient of any lewd, nude, or inappropriate photos, pictures, or drawings, you will need to report this to your dean or the school resource officer immediately. In addition, if you have knowledge of other individuals possessing such material, you will need to report this as well. Violation of this rule may be considered gross disobedience or misconduct and is subject to disciplinary action and referral to law enforcement authorities.

**Failure to follow these rules will result in the following:**

CONSEQUENCES	
Incident	Consequence
a) All Incidents	LOP, Extended Detentions and/or up to ten days of ADA or OSS. Possible Recommendation for Expulsion, depending on the nature and severity of the incident.

**iii. Cell Phone/Smartphone Use While Driving**

Students may not use cell phones or smartphones, including but not limited to talking, texting, or e-mailing, while driving on school grounds.

**Failure to follow these rules will result in the following:**

CONSEQUENCES - Cell Phone/Smartphone Use While Driving	
Incident	Consequence
a) First Incident	LOP, detentions, Extended Detention and/or up to five days of ADA depending on the nature and severity of the incident.
b) Second Incident and Beyond	LOP and/or up to ten days of ADA which may include loss of all driving privileges, depending on the nature and severity of the incident.

**b. VIOLATION OF ACCEPTABLE USE GUIDELINES  
RE: DISTRICT INFORMATION SERVICES SYSTEMS**

This addresses the acceptable use of District-provided technology pursuant to Board Policies 6:235, Access to Electronic Networks, and 7:310, Restrictions on Publications and Written or Electronic Material. For more detailed information about prohibited uses of District-provided technology, you can find these Board Policies in the District’s Administrative Office or on the District’s website.

CONSEQUENCES	
Incident	Consequence
a) All Incidents	Loss of unsupervised use of District information services systems for the remainder of the school year. LOP, Extended Detentions and/or up to ten days of ADA or OSS depending on the nature and severity of the incident. Illegal use of District information services systems may result in a referral to the School Resource Officer and/or other law enforcement. Possible Recommendation for Expulsion, depending on the nature and severity of the incident.

**c. Internet Use**

Students shall not use Internet websites to make an explicit threat against a school employee or official, student, or school-related personnel if the website through which the threat was made is accessible within the school at the time the threat was made or was available to others who worked or studied within the school grounds at the time the threat was made, and which threat could be reasonably interpreted as threatening to the safety and security of the threatened person because of his or employment or student status in the school. Violation of this rule constitutes gross disobedience or misconduct. Violation of this rule will result in the following:

CONSEQUENCES	
Incident	Consequence
a) All Incidents	LOP, Extended Detentions and/or up to ten days of ADA or OSS, depending on the nature and severity of the incident. May result in a referral to the School Resource Officer and/or other law enforcement. Possible Recommendation for Expulsion, depending on the nature and severity of the incident. Law enforcement will be notified.

**18. TRANSPORTATION**

**a. DISTRICT-PROVIDED**

Bus service is provided for all students who attend Stevenson High School. There is no charge for this service.

On late arrival days, buses begin their routes at 9:20 A.M.

Bus route numbers are displayed in the front window of each bus. This number is not the same number painted on the top or back of the bus. Route numbers will always remain the same; buses may change. All schedules are based on route numbers.

Cameras to audio and/or video-record students on the bus may be activated at the discretion of the Administration.

WHEN A BUS FAILS TO ARRIVE OR MAKE A SCHEDULED STOP, PLEASE CALL THE DISPATCHER AT FIRST STUDENT SCHOOL BUS COMPANY (847-634-0868). During the morning hours, the dispatcher is the only person who can answer your questions about bus schedules.

Monday through Friday, late buses leave the Forum Entrance off Parking Lot B at 5:30 p.m. and 6:30 p.m. One bus goes east and one goes west. On Wednesdays and Thursdays, buses also leave the Forum Entrance at 4:30 p.m. The route taken is determined by the destinations of the students riding each bus.

The Assistant Principal/Dean and/or the school bus driver have the right to assign seats.

**b. BUS BEHAVIOR**

Students are expected to exhibit appropriate behavior on the school bus, including but not limited to the following:

- i. Address bus drivers courteously and respectfully.
- ii. Stay seated at all times.
- iii. Do not place anything, including but not limited to objects or body parts, out the window.
- iv. Do not possess any food or drinks.
- v. Do not play loud music.
- vi. Keep the aisle clear of all personal items.
- vii. You may be expected to use your school ID to scan onto the bus.

Bus misconduct includes, but is not limited to, the following:

- a. Violating any section in Board policy 7:190, Student Discipline.

**\*\*All rules in this Student Guidebook apply while students are riding the bus or waiting at the bus stop. In addition, refusal to respond to a bus driver's request, including but not limited to identifying yourself or lying about your identity, constitutes insubordination and/or dishonesty and may subject you to discipline.**

- b. Willful injury or threat of injury to the bus driver or another rider.
- c. Willful or repeated defacement of the bus.
- d. Use of profanity.

- e. Willful disobedience of a directive from the bus driver or other supervisor.
- f. Tampering with an electronic recording device on the bus.
- g. Any other behavior that is deemed to be a threat to the safe operations of the bus.

See Board Policy 7:220, *Bus Conduct*, and the School Bus Safety Guidelines for more detailed information.

CONSEQUENCES	
Incident	Consequence
a) First Incident	LOP, Extended Detentions and/or up to ten days of ADA or OSS, depending on the nature and severity of the incident, and/or temporary removal from bus. Possible Recommendation for Expulsion, depending on the nature and severity of the incident.
b) Second Incident and Beyond	LOP, Extended Detentions and/or up to ten days of ADA or OSS, depending on the nature and severity of the incident. Possible Recommendation for Expulsion, depending on the nature and severity of the incident. Possible permanent removal from bus.

### c. DRIVING AND PARKING ON CAMPUS

Students with a medical condition requiring handicapped parking must obtain a State of Illinois handicapped placard which also must be posted in the windshield at all times. A copy of the State of Illinois handicapped placard must be submitted to room 2400.

Student parking is a privilege available to **all Seniors** who have purchased parking permits from Stevenson High School for a personal/family-owned vehicle. Each parking permit clearly indicates the terms a student is allowed to park on campus. Students will not be reimbursed for parking lost as a result of a consequence.

Permits may not be sold or transferred. Juniors/Seniors without these parking permits are not allowed to drive/park on campus until 2:45 p.m. on regular school days. Space permitting, juniors/seniors may purchase a one-day parking permit for the Port Clinton lot or Port Clinton East. These one-day parking permits may be purchased online through the school store.

**Parking a vehicle on campus entitles the Principal or a designee to search that vehicle upon a reasonable suspicion that a school policy, rule, regulation, and/or law has been violated, or that there is evidence of a violation of a school policy, rule, regulation, and/or law in the vehicle.**

Locking your vehicle is recommended. Although the parking lot is patrolled, parking is at the student's own risk. Stevenson High School assumes no liability for damaged or vandalized vehicles. Stevenson High School reserves the right to tow unauthorized vehicles on school grounds at the student's/family's own expense.

### REPORTING AN ACCIDENT IN THE PARKING LOT

If all parties involved in the accident are present, information among parties may be exchanged without police involvement. Notify outside security and/or the police if you would like a police report. If you hit an unoccupied vehicle, regardless of the amount of damage, immediately inform outside security and/or the police. Failure to report the incident may result in school consequences and/or an arrest. If you are a victim of a hit and run accident, report the incident to outside security and/or the police.

### OBTAINING A PARKING PERMIT

Student parking permits are available to all seniors, but only for a specific number of grading periods. You may obtain an application for a parking permit from Room 2426. If your application is approved, you will receive a parking permit decal that will be affixed to the right front windshield of your vehicle. Juniors or Seniors who do not have a permit but have an extraordinary need for parking on a specific day, including but not limited to a doctor appointment or court appearance during school hours, may purchase a ONE-DAY permit online through the school store. This one-day permit MUST be purchased at least one day in advance and is only valid in the Port Clinton parking lot or Port Clinton East. Parking on school grounds entitles the Principal or a designee to search your vehicle if there is reasonable suspicion that a Board policy, school rule, and/or law has been violated, or that there is evidence of a violation of Board policy, school rule, and/or law in the vehicle. Your car may be towed at your/your family's expense if it is parked on campus without a valid permit.

## GENERAL RULES FOR DRIVING/PARKING

- Seniors with a valid parking permit must park in designated student areas found in Lot D, Lot E and/or Port Clinton. These areas are identified on a parking map distributed when students receive a parking sticker; however, parking lot signage supersedes this general parking map. Students may not park in any Staff parking area, Visitor/Reserved parking space, or No Parking area without the specific prior permission from the Assistant Principal for Operations.
  - Students with valid parking permits may not allow students without valid parking permits to drive/park their vehicles on school grounds. If this rule is violated, both students will be subject to the consequences listed below.
  - Students with parking privileges may only drive vehicles that have valid Stevenson High School parking permits.
  - All rules of the road must be followed on school property. Students are expected to drive/ behave in an appropriate and safe manner.
  - Students may not use cell phones or smartphones, including but not limited to talking, texting, or e-mailing, while driving on school grounds.
  - Students may not loiter in the parking lots or in vehicles on school grounds.
  - If you have a valid parking permit and are unable to drive a personal/family-owned vehicle, you may not use another student's and/or another family's vehicle as a substitution.
  - Under no circumstance may a parking sticker be sold or transferred to another student.
  - Freshmen/Sophomores are prohibited from driving/parking on campus during the school day.
  - Juniors/Seniors are prohibited from driving underclassmen off campus during the school day.
  - Students are prohibited from using parking lots A, B, and C, and the District Office lot, which are reserved for staff and visitors.
  - Students are prohibited from parking in any electronic charging stations/spots located in Lot E.
- Violation of these rules will result in the following:

CONSEQUENCES - Driving/Parking Violations	
Incident	Consequence
a) First Incident	LOP, Extended Detention and/or ADA, including loss of parking privilege, depending on the nature and severity of the incident. Vehicle may be towed at the student's own expense.
b) Second Incident	LOP, Extended Detentions and/or up to ten days of ADA or OSS, which may include loss of all driving privileges. Possible Recommendation for Expulsion, depending on the nature and severity of the incident. Vehicle may be ticketed and/or towed at the student's own expense.

CONSEQUENCES - Cell Phone/Smartphone Use While Driving	
Incident	Consequence
a) First Incident	LOP, detentions, Extended Detention and/or up to five days of ADA, depending on the nature and severity of the incident.
b) Second Incident and Beyond	LOP and/or up to ten days of ADA which may include loss of all driving privileges, depending on the nature and severity of the incident.

## PROCEDURES

This section of the Student Guidebook is designed to acquaint you with the appropriate procedures to follow for a variety of circumstances that may arise in a high school. You are expected to be familiar with these procedures.

### A. ABSENCES ARE CLASSIFIED INTO ONE OF FOUR CATEGORIES

**Please note that the school, rather than the parents, determines whether or not an absence is authorized. PLEASE NOTE THAT EXCESSIVE EXCUSED AND/OR UNEXCUSED ABSENCES MAY RESULT IN LOSS OF PRIVILEGES.**

**IF A STUDENT IS CALLED OUT FOR ANY AMOUNT OF TIME DURING THE DAY, REGARDLESS OF THE REASON, THEY ARE NOT ALLOWED TO BE IN THE BUILDING OR ON CAMPUS DURING THAT TIME.**

**1. Authorized Absences**

If your absence is authorized, your teachers will allow you to make up the work you missed (see Make-Up Procedures below). Illness, religious observances, and pre-arranged absences are examples of authorized absences.

**2. Unauthorized Absences**

An unauthorized absence results when one or more classes are missed without a valid and permitted reason. Some examples of unauthorized absences include, but are not limited to the following: Being in any learning center, commons area, or the testing center during a scheduled class, oversleeping, missing the bus, leaving campus without following proper procedures, working off-campus during scheduled classes, and being called out and choosing to remain in the building.

**3. Modified Absences**

If your absence is modified, you will be allowed to make up the work you missed, but your teacher has no obligation to assist you other than advising you of the missed assignment. Examples of modified absences include family vacations and unintentional absences, including but not limited to your parent/guardian forgot to call in the absence, as determined by your Dean. Individual student vacations may be considered unauthorized absences.

**4. Suspension Absences**

If you are placed in the ADA room, you are expected to complete all assignments, quizzes, and tests during the day, and submit completed assignments upon your return to class. If you receive an OSS, all assignments and written work must be completed upon your return to school. You are responsible for consulting your teachers regarding the scheduling of make-up tests/quizzes as soon as you return to school.

**5. Mental Health Day Absences**

Each school year, Stevenson students are able to take up to five excused absences due to mental or behavioral health concerns without a doctor's note. Students must also be permitted to make up any school work missed during these absences. SST members may follow-up with students after two absences for mental or behavioral health concerns to ensure that students and their families receive the support and resources necessary to address any concerns. As always, students and parents/guardians are also encouraged to connect with a member of their SST at any time regarding questions or concerns about mental health. Should a student seek to be absent from school to care for their mental health, parents/guardians may choose to share this reason when contacting the attendance office to excuse their student's absence. This absence will then be coded as a "Mental Health Day." Please know that attendance records are internal school records and, as such, may not be disclosed to any third party without parent consent in adherence with the Illinois Student School Records Act.

**B. REPORTING AN ABSENCE**

In order to receive an authorized absence, the following procedures must be followed:

**1. IF YOU ARE ILL:**

- a. **The Stevenson Attendance Office has an automated voice mail system that operates 7 days a week, 24 hours a day. Parents should call 847-415-4000 and select the prompt for attendance. Parents/guardians need to provide the student I.D. number when reporting an absence. Absences should be reported before 3:00 p.m. If a student attends a class at the Technology Campus, the absence must also be called into the Technology Campus at (847) 223-6024, extension 0.**
- b. You may not come on the campus for any reason on a day that you have been reported as ill; otherwise your absence will be considered as unauthorized.
- c. You are not allowed to participate in any evening or after school activities on a full-day absence.

**2. IF YOU KNOW YOU WILL BE ABSENT (PRE-ARRANGED ABSENCES):**

If you know in advance that you will be absent from school, have your parents contact the

Attendance Office prior to the date of your absence. Prior to your absence you must make arrangements with your teacher to obtain homework assignments.

**3. IF YOU REPORT LATE TO SCHOOL:**

- a. If you are more than five minutes late, report to one of the Attendance Offices.
- b. If you check out and return the same day, you must report to one of the Attendance Offices upon your departure and your return.

**4. IF YOU LEAVE SCHOOL EARLY:**

If you must leave the building during the school day for any reason, including but not limited to a doctor's appointment, you must sign out through one of the Attendance Offices, a call must be received from your parent prior to you leaving school grounds, and your parent must pick you up from school. If you are leaving school due to illness, you must receive authorization from the nurse. Failure to do so will result in an automatic unauthorized absence. A school official will provide you with a pass after he or she has contacted your parent. Failure to follow this procedure will result in disciplinary action.

**5. IF YOU ARE EXCUSED FROM PHYSICAL EDUCATION:**

Medical excuses are accepted from parents for up to three (3) days per semester. Additional absence may be subject to nurse's approval. Excuses of longer duration need to be written by a physician. Students with physicians' notes may be assigned to our alternative program (see Alternative Physical Education). If you have an irresolvable schedule conflict and are unable to participate in an activity, or schedule Alternative Physical Education, you will be assigned to a study hall and may have written papers assigned, with the length of the assignments determined by the length of the medical excuse. **If a Physical Education student is also a registered athlete participating in an interscholastic sport, any medical restrictions in Physical Education may also affect his/her participation in practices and competitions.**

**FAILURE TO FOLLOW THESE PROCEDURES WILL RESULT IN DISCIPLINARY CONSEQUENCES.**

**C. MAKE-UP PROCEDURES**

If you have a modified or authorized absence due to any reason other than an ADA or OSS, you must see your teachers immediately upon your return to school to determine make-up work and their deadlines. Each teacher/teaching team will distribute their make-up procedures at the beginning of each semester.

**D. SCHOOL-WIDE MAKE-UP TESTING CENTER RULES AND REGULATIONS**

1. Students have 24 hour, 7 day a week access on the Testing Center website (<https://www.d125.org/students/testing-center>) to sign up for an exam.  
**YOU MUST SIGN UP BY 10:00 A.M. FOR A SAME DAY TEST.**
2. Students taking a test during a study hall period will report directly to the Testing Center. After completing the test, students will be given a pass to return to the study hall. If the test requires the entire period to complete, the Testing Center Supervisor will excuse you from study hall.
3. Students must complete preparation for the test before entering the Testing Center. **NO STUDYING WILL BE ALLOWED** in the Center. **Cell Phones must be powered off and stored.**
4. You must **SHOW YOUR CURRENT SCHOOL I.D.** in order to receive the test or quiz. Drivers' licenses are not acceptable for identification.
5. You are responsible for bringing necessary, permitted resources such as a pencil, pen, calculator, or dictionary.
6. Disciplinary action will be taken for any incident of academic dishonesty in the Center. Consult the Section of this Student Guidebook on specific Rules and Regulations, Dishonesty, for detailed information about disciplinary consequences.
7. **NO PARTIAL TESTS WILL BE GIVEN.** Students cannot take part of a test and then return to the Center later to finish the exam.
8. Students will not be excused from classes to take a quiz/test in the Testing Center.

9. **Parents may not excuse students from classes to take a quiz/test in the Testing Center.**

**TESTING CENTER LOCATION: ROOM 1200 - 1202**

**TESTING CENTER HOURS:** Monday - Friday 7:00 a.m. - 5:30 p.m.

On late arrival days – 9:00 a.m. - 5:30 p.m.

**E. OBTAINING ADDITIONAL ASSISTANCE WITH SCHOOL WORK**

Students who would like to receive additional assistance with their schoolwork have several options available:

1. **Contact teachers:** You may ask the teacher for extra help during your study hall or free period, or before or after school.
2. **Utilize Learning Centers:** In each Learning Center paraprofessionals are available to assist students in academic areas. (See “Area Learning Center” under “Services for Students” for guidelines on using Learning Centers.)

**F. HOMEWORK REQUESTS (Due to Illness)**

1. When you are out of school for a short-term illness, communicate directly with the teacher regarding homework assignments. Suggested methods:
  - a. Review assignment sheet, if available
  - b. Review class Canvas page, if available
  - c. Email teacher
  - d. Arrange a “homework buddy” in each class
2. If you are out of school with an illness expected to last longer than five days, contact your school counselor for assistance.

**G. ARRANGING SPECIAL SCHEDULING PROVISIONS**

1. **External Credits:** Students may apply for a maximum of four credits from an accredited correspondence school approved by Stevenson High School for elective credits required for graduation. No course offered at Stevenson will be approved for external credit. Grades earned in external credit classes will not be factored in a student’s GPA. Students must apply by completing the [External Credit Form](#) available online on the SHS website. Students must receive approval from the Assistant Principal of Teaching and Learning prior to enrolling in the course in order for the credits to count toward graduation requirements. See the coursebook for more information.
2. **Independent Study:** A student who wishes to undertake an independent study project must review the conditions for independent study listed in the Stevenson Coursebook and complete an [Independent Study Form](#) available online on the SHS website.
3. **Early Graduation:** Students wishing to graduate early must complete the [Intent to Graduate Early Form](#) available online on the SHS website. Any student considering early graduation must meet with their counselor to review the completion of graduation requirements.

**H. REPORTING AN INJURY OR ACCIDENT**

Promptly report any accident or injury that takes place at school or school-related activity to your teacher, the Nurse, or your Dean.

**I. TECHNOLOGY CAMPUS**

The Lake County High Schools Technology Campus is located adjacent to the College of Lake County in Grayslake, Illinois. The Technology Campus, which encompasses 203,000 square feet, is equipped with the latest equipment and machinery in order to provide students with valuable, hands-on experience. Students who choose to attend the Technology Campus earn high school credit and the opportunity to earn college credit in many programs. The traditional vocational concept of Learn by Doing is the underlying method of instructional experiences at the Technology Campus. Emphasis is placed on students participating in actual or simulated job and production situations.

Each day, busing is provided by Stevenson High School to and from the Lake County Technology Campus.

Program description and updated course offerings are available on the web at [www.techcampus.org](http://www.techcampus.org). There is an application process to complete and individual course lab fees to pay in order to attend the Technology Campus. Please direct all inquiries to your counselor or the Applied Arts director.

Students earn two credits per semester. Cosmetology students earn three credits per semester.

**Prerequisite:** Junior or senior classification. All courses are classified as College Prep.

**J. CHANGE OF ADDRESS**

If your address or telephone number changes, please submit proof of residency and contact Student Services in room 2414.

**K. REPORTING A THEFT**

Immediately report any theft to your teacher and/or the Assistant Principal or Dean. Please note that Stevenson does not provide insurance against theft or loss of personal property and does not reimburse students/families for such losses. Do not bring valuables or large amounts of money to school. If your personal property is lost or missing, complete the report available on the SHS website.

**L. REPAIRING LOCKERS**

Report any problems with your locker to room 2400.

**M. CLOSING OF SCHOOL ANNOUNCEMENTS**

Announcements regarding school closings because of severe weather, power failure or other emergency conditions are provided on the Stevenson website ([www.d125.org](http://www.d125.org)). The phone alert system will also be utilized to announce school closing information via telephone.

**N. AWARENESS AND PREVENTION OF CHILD SEXUAL ABUSE AND GROOMING BEHAVIORS**

Sexual abuse, grooming behaviors, inappropriate employee-student relationships, and other boundary violations harm students, their parents/guardians, the District's environment, the school community and the community at large, while diminishing a student's ability to learn. Such conduct and other sexual misconduct are prohibited pursuant to Board Policy 5:120. To increase awareness and understanding of these issues, the District encourages parents/guardians, students and all members of the school community to closely review the information listed below.

*Warning Signs of Child Sexual Abuse*

Warning signs of child sexual abuse include, but are not limited to, the following behaviors:

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends



- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

#### *Warning Signs of Grooming Behavior*

A person commits “grooming” when the person knowingly uses a computer on-line service, Internet service, local bulletin board service, or any other device capable of electronic data storage or transmission, performs an act in person or by conduct through a third party, or uses written communication to seduce, solicit, lure, or entice, or attempt to seduce, solicit, lure, or entice, a child, a child’s guardian, or another person believed by the person to be a child or a child’s guardian, to commit any sex offense as defined in Section 2 of the Sex Offender Registration Act, to distribute photographs depicting the sex organs of the child, or to otherwise engage in any unlawful sexual conduct with a child or with another person believed by the person to be a child.

Warning signs of grooming include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student via any form of communication
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student through any form of communication
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature through any form of communication
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says “no”
- Engaging in touching that a student or student’s parents/guardians have indicated is unwanted
- Trying to be a student’s friend rather than filling an adult role in the student’s life
- Talking with students about personal problems or relationships
- Expressing unusual interest in a student’s sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Restricting a student’s access to other adults

#### *Warning Signs of Inappropriate Relationships and Other Boundary Violations*

District employees are expected to maintain professional and appropriate relationships with students based upon students’ ages, grade levels, and developmental levels. District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student’s health, safety, or general welfare.

Warning signs of boundary violations include, but are not limited to, the following behaviors:

- Favoring a certain student by inviting the student to “hang out” or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Spending time alone with a student outside of their role in the student’s life or making up excuses to be alone with a student
- Failing to maintain age-appropriate relationships with a student
- Meeting with a student off-campus without parent/guardian knowledge and/or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Taking and using photos/videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee’s home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student

- Maintaining intense eye contact with a student
- Making comments about a student's physical attributes, including excessively flattering comments
- Disclosing confidential information
- Invading personal space

*Reporting Sexual Abuse, Grooming and/or Boundary Violations*

If you/your student believe you/your student are a victim of child sexual abuse, grooming behaviors, or boundary violations, immediately contact the Principal, School Counselor, Dean, Social Worker, Psychologist, any member of the Student Support Team, School Resource Officer or another trusted adult employee of the District.

To make a report of alleged child sexual abuse or grooming, parents/guardians may also contact: Lincolnshire Police Department at 847.883.9900 or 9-1-1 (or your local Police Department) Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

*Available Resources*

For parents/guardians and students seeking counseling services or other resources for children affected by sexual abuse, the following resources are also available:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

Children's Advocacy Center at 847.377.3155

Parents/guardians and students may also contact the school counselor or school social worker for more information regarding available resources and support services for children affected by sexual abuse.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

### **A. FREEDOM OF SPEECH**

You are entitled to express your opinion verbally at school and school-sponsored activities, provided that your speech is not:

1. slanderous/libelous or use false statements or innuendos that may subject any person to hatred, ridicule or contempt, or that may injure a person's reputation;
2. obscene/vulgar, profane, pornographic, or offensive to the reasonable sensibilities of school personnel;
3. promoting illegal drug use;
4. harassing or derogatory toward another student's identifying characteristic, including but not limited to race, ethnicity, religion, disability, gender, or sexual orientation (i.e., "hate speech");
5. advocating a particular religious denomination, sect, or point of view is superior or preferable to any other religious denomination, sect, or point of view.
6. for commercial purposes, including but not limited to advertising a product or service, unless for a school-sponsored activity and prior approval has been obtained from the Principal or Director of Student Activities;
7. soliciting funds, including but not limited to requesting money for food, goods, services, unless for a school-sponsored activity and prior approval has been obtained from the Principal or Director of Student Activities;
8. speech that interferes with, disrupts, or adversely affects the school mission, instruction, activities, discipline, and/or operations, or is reasonably foreseeable that the conduct will interfere with, disrupt, or adversely affect the school mission, instruction, activities, discipline, and/or operations, including but not limited to conduct that may reasonably be considered to:
  - (a) be a threat or an attempted intimidation of a staff member;
  - (b) endanger the health or safety of students, staff, or school property; or
  - (c) otherwise impinges on the rights of other students.

### **B. POSTING/DISTRIBUTION OF MATERIALS**

At least one bulletin will be provided in the school for use by school-sponsored clubs, school-recognized clubs, other student groups, and individual students. Other bulletin boards may be designated for official school purposes only. Materials placed by students on bulletin boards designated for official school purposes may be removed by school staff at any time.

You are entitled to express your opinion in writing and to post materials on the designated bulletin board(s) and/or distribute written materials expressing your opinion on school grounds, provided that you abide by the following posting/distribution rules:

1. All written materials must identify and/or be signed by the author;
2. The materials must not include any speech described in the “Freedom of Speech” section above;
3. Students must verify to the Principal or designee that all of these rules have been met prior to posting or distribution of the material;
4. Materials may be distributed only in the cafeteria/commons between 7:30-8:00 a.m. and 3:30-3:45 p.m.; and
5. Distributed materials that are littered in the immediate area (school hallways, sidewalks) must be removed by the person(s) distributing the materials.

Any posted material deemed to violate these rules may be removed immediately by the school. At the request of the students, the Principal or designee will explain the nature of the violation.

Subject to the above rules, students may carry or wear signs, buttons, badges, or armbands at school or school-related activities.

School equipment shall not be used to prepare materials for posting or distribution without prior approval by the Principal or designee.

See Board Policy **7:310**, *Restrictions on Publications and Written or Electronic Material*. Also see the Extracurricular and Co-Curricular Activities, “Poster/Sign Procedures,” Section of this [Student Guidebook](#) for information about posters and signs posted by school-sponsored clubs.

#### **C. FREEDOM OF PETITION**

Any student or group of students is entitled to petition for changes in the rules and procedures explained in this [Student Guidebook](#). The process that must be complied with in order for a petition to be considered is as follows:

1. Submit your suggested change to the Student Council for review.
2. If it approves your proposal, the Student Council will submit the proposal in writing to the Principal or designee.
3. Once reviewed, the Principal or designee will give written notice of a decision to accept, reject, or call for further consideration of the proposal.

The Student Council is also represented at Board of Education meetings, and any student may ask to address the Board during the public session portion of its monthly meetings.

#### **D. DUE PROCESS IN SUSPENSION**

You are entitled to a conference with the Principal or designee prior to a suspension, unless your presence interferes with, disrupts, or adversely affects the school mission, instruction, activities, discipline, and/or operations, or is reasonably foreseeable that the conduct will interfere with, disrupt, or adversely affect the school mission, instruction, activities, discipline, and/or operations, including but not limited to conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; (b) endanger the health or safety of students, staff, or school property; or (c) otherwise impinges on the rights of other students. During this conference, the specific charges will be explained to you and you will have an opportunity to respond. If you are suspended, your parents have the right to request a review of that decision by making a written request to the Superintendent/Principal, after which a suspension review hearing will be scheduled. During the review process, the suspension remains in effect. See Board Policy 7:200, *Suspension Procedures*, for more detailed information.

#### **E. DUE PROCESS IN EXPULSION**

Prior to an expulsion, you are entitled to written notice stating the specific charges that resulted in the recommendation for expulsion. If requested, a hearing will be held by the Board, or a hearing officer appointed by the Board, during which you may be represented by legal counsel, offer evidence (including witnesses), cross-examine witnesses, and otherwise present reasons why you should not be expelled from school. The Board will decide the issue of guilt and take any action it finds appropriate. See Board Policy 7:210, *Expulsion Procedures*, for more detailed information.

## F. CONFIDENTIALITY OF STUDENT RECORD INFORMATION

In accordance with the provisions of the Family Educational Rights and Privacy Act and its regulations, the Illinois School Student Records Act and its regulations, and Board Policy 7:340, Student Records, and its administrative procedures, each parent/guardian and student is advised as follows:

1. Directory information may be released to the general public without written consent from a parent/guardian, unless a parent/guardian requests that such information not be released. Any parents/guardians who do not want such information to be made public should check "I do not wish to release information" under the Request to Release Student Information when completing the Online Registration during the summer. Parents/guardians may also make such request by contacting the District office. Directory information is limited to:
  - a. Student's Name
  - b. Student's Address
  - c. Parent's or Guardian's Name
  - d. Parent's or Guardian's Mailing Address
  - e. Parent's or Guardian's Telephone Number
  - f. Parent's or Guardian's Electronic Mail (E-mail) Address
  - g. Student's Birth Date and Place
  - h. Student's Gender
  - i. Student's Grade Level
  - j. Student's Major Field of Study
  - k. Student's Dates of Attendance in School
  - l. Student's Academic Degrees, Honors, and Awards
  - m. Information in relation to the Student's participation in School-Sponsored Activities, Organizations, and Athletics
  - n. Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of the student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, including but not limited to yearbooks, newspapers, or sporting or fine arts programs, except that: (i) no photograph highlighting individual faces will be used for commercial purposes, including solicitation, advertising, promotion or fundraising without the prior, specific, dated and written consent of the parent/guardian or student, and (ii) no image on a school security video recording will be designated as directory information.
2. District 125 maintains school records for each student. A school student record is any record that contains personally identifiable information of a student, or information that would link the document to a student, except for records kept in the sole possession of a staff member, which are destroyed no later than the student's graduation or permanent withdrawal, and are not accessible or revealed to anyone other than a temporary substitute teacher; video or other electronic recordings created and maintained by law enforcement professionals working in the school or for security or safety reasons or purposes, provided the information was created at least in part for law enforcement or security or safety reasons or purposes; and electronic recordings made on school buses. These consist of two types of records: permanent records and temporary records.

A student's **permanent record** consists of:

- a. basic identifying information, including the student's name and address, birth date and place, gender, and names and addresses of the student's parent/guardian.
- b. evidence required by the Missing Children's Records Act
- c. academic transcript including grades, graduation date, grade level achieved, scores on college entrance examinations (if requested in writing by an eligible student, parent, or person who enrolled the student), and the unique student identifier assigned and used by the SIS,
- d. attendance record,
- e. health record,
- f. record of release of permanent record information,
- g. scores received on all State assessment tests administered at the high school level, and

h. if not maintained in the temporary record, honors and awards received, information concerning the student's participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.

**NO OTHER INFORMATION WILL BE PLACED IN THE STUDENT PERMANENT RECORD.** The permanent record will be kept by District 125 for sixty (60) years after a student's graduation, transfer, or permanent withdrawal.

A student's **temporary record** consists of all information by which the student may be individually identified but is not required to be in the student permanent record. A student's temporary records must include:

- a. a record of release of temporary record information,
- b. scores received on the State assessment tests administered in the elementary grade levels (kindergarten through grade 8)
- c. information regarding serious disciplinary infractions (those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction,
- d. information provided under Section 8.6 of the Abused and Neglected Child Reporting Act,
- e. completed home language survey form,
- f. health-related information,
- g. accident reports;
- h. documentation of a student's transfer,
- i. completed course substitution form for any student who, when under the age of 18, is enrolled in a vocational and technical course as a substitute for a high school or graduation requirement, and
- j. information contained in related services logs for a student with an IEP.

The temporary record may include family background information, intelligence test scores (group and individual), aptitude test scores, reports of psychological evaluations (including information on intelligence, personality, and academic information), elementary and secondary achievement level test results, participation in extracurricular activities, including any offices in school-sponsored clubs or organizations, honors and awards received, teacher anecdotal records, other disciplinary information, special education records, records associated with plans developed under Section 504, and any verified reports or information from non-educational persons or organizations of clear relevance to the education of the student. The temporary record will be destroyed five years after graduation, a transfer, or permanent withdrawal.

The temporary record will be kept by District 125 for five (5) years after a student's graduation, transfer or permanent withdrawal.

A summary of the types of records maintained by District 125 are listed below along with the officials or custodians of these records:

<b>Record</b>	<b>Type of Record</b>	<b>Custodian of Record</b>
a. Directory Information	Permanent	Registrar
b. Achievement Test Data	Temporary	Counselor & Registrar
c. Courses/Grades	Permanent	Counselor & Registrar
d. Attendance Data	Permanent	Dean & Registrar
e. Graduation Status	Permanent	Counselor & Registrar
f. Enrollment/Transfer Information	Permanent	Registrar & Counselor
g. IQ/Psychological Data	Temporary	Special Education/Psychologist
h. Family/Social History	Temporary	Special Education
i. Discipline	Temporary	Dean
j. Counseling Records	Temporary	Counselor, Social Worker, & Psychologist
k. Activities and Awards	Temporary	Student Activities Director
l. Transcript Request Forms	Temporary	Registrar
m. Health Records	Permanent	School Nurse
n. Health-Related Information	Temporary	School Nurse
o. Accident Reports	Temporary	School Nurse

p. IEPs and Special Education Records	Temporary	Special Education Department
q. Section 504 Plans and Records	Temporary	Student Services/Section 504 Coordinator
r. Home-school communications	Temporary	Various

3. District and State Board of Education employees and school officials who have a current, demonstrable educational or administrative interest in the student may have access to student records in furtherance of such interest without parent/guardian consent. A school official is a Board member, therapist, School Resource Officer, vendor providing products or services such as educational services or business technology, attorney, auditor, insurance representative, consulting evaluator or District-funded independent evaluator, consultant, volunteer, or other person to whom District 125 has outsourced institutional services or functions for which District 125 would otherwise use employees, is under the direct control of the District with respect to the use and maintenance of personally identifiable information from the student records, and is subject to the legal requirements for the use and redisclosure of personally identifiable information from the student records. Other disclosures of student records or the information contained in such records, without parent/guardian consent, may occur as set forth in federal and State law - see below.
4. Each parent/guardian of a student under 18 years old, and, if the student is in the legal custody of the Department of Children and Family Services, the Department's Office of Education and Transition Services, has a right to inspect and copy information in the student's records. Such requests must be made in writing to the Principal. Access to the records will be given within 10 business days of District 125's receipt of the request. Access will not be given with respect to confidential letters/recommendations concerning post-secondary institutions, including but not limited to a college/university. Where parents/guardians are divorced or separated, both shall be permitted to inspect and copy the student's records unless District 125 receives a copy of a court order indicating otherwise. When a student reaches 18 years old, graduates from high school, marries, or enters military service, all rights and privileges accorded to the parents/guardians become exclusively those of the student and no one other than the student can request records or information in such records except, for a student in the legal custody of DCFS, the Department's Office of Education and Training Services.
5. District 125 charges \$0.35 per page for copies of student records. No parent/guardian or student will be precluded from receiving copies because of financial hardship.
6. Parents/guardians have the right to request a hearing to challenge the accuracy, relevancy, or propriety of their student's records, except for academic grades and references to expulsions or out-of-school suspensions if the challenge is made at the time the student's school records are forwarded to another school to which the student is transferring. Parents also have the right to insert a written rebuttal concerning the contents of such records.
7. Upon request for a hearing concerning the content of the student's records, the Principal will arrange an informal meeting with the parent/guardian. If thereafter the parent/guardian wishes to proceed with a hearing, the parent/guardian must submit such request in writing to the Superintendent. The parent/guardian has the right to present evidence and call witnesses, cross-examine witnesses, legal counsel, and receive written statement of the decision and the reasons for such decision. The parent/guardian may insert a written statement of reasonable length describing their position on disputed information. The parent/guardian may appeal the decision to an administrative tribunal or official designated by the State Board of Education.
8. Parents/guardians have the right to file a complaint with the U.S. Department of Education concerning alleged failures by District 125 to comply with the requirements of the Family Educational Rights and Privacy Act (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.
9. Upon graduation, transfer or permanent withdrawal of the student, District 125 will notify the parents/guardians and the student of the destruction schedule for the student's permanent and temporary records and of their right to request a copy.

10. Requests for District 125 to release a student's records to any person other than the parents/guardians (or student age 18 or older) must be in writing.
11. Upon receipt of a court order of protection, the Principal will file it in the records of a student who is the "protected person" under the order of protection. No information or records shall be released to the Respondent named in the order of protection. When a student who is a "protected person" under an order of protection transfers to public or private school, or as soon as possible, the Principal will, at the request of the Petitioner, provide, within 24 hours of the transfer or as soon as possible, written notice of the order of protection, along with a certified copy of the order, to the school to which the student is transferring.
12. District 125 may grant access to, or release information from, student records without parent/guardian consent or notification to any person for the purpose of research, statistical reporting, or planning, provided that no student or parent(s)/guardian(s) can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.
13. District 125 will grant access to, or release information from, a student's records pursuant to a court order, provided that the parent(s)/guardian(s) will be given prompt written notice of such order's terms, the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents. However, District 125 will comply with an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's records without notice to or the consent of the student's parent(s)/guardian(s).
14. District 125 will grant access to, or release information from, any student record as specifically required by federal or State law. **NOTE: IT IS STEVENSON'S POLICY TO SHARE INFORMATION REGARDING THE CRIMINAL ACTIVITIES OF STUDENTS WITH JUVENILE AUTHORITIES, INCLUDING LOCAL POLICE DEPARTMENTS, AS PERMITTED BY LAW.**
15. District 125 will grant access to, or release information from, student records to any person possessing a written, dated consent, signed by the parent(s)/guardian(s) (or student age 18 or older) stating to whom the records may be released; the information or record to be released; the reason for the release; the right of the parent(s)/guardian(s) or eligible student to copy the information to be disclosed, challenge its contents, limit the consent to designated record(s) or portion(s) of the information contained in those records, and revoke the consent in writing at any time; the consequences of a refusal to consent, if any; and the date on which the consent expires. One copy of the signed consent form will be kept in the temporary records and one copy is mailed to the parent(s)/guardian(s) (or student age 18 or older) by the Superintendent or designee.
16. District 125 may release student records, or information contained therein, to the official records custodian of another Illinois school, or an official with similar responsibilities in a school outside of Illinois, in which the student has enrolled or intends to enroll, upon written request from such official.
17. Prior to the release of any records, or information under items 14 and 16 above, District 125 will provide prompt written notice to the parent(s)/guardian(s) (or student age 18 or older) of this intended action. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents. If the release is under 14 above and relates to more than 25 students, a notice published in the newspaper is sufficient.
18. District 125 may release student records, or information contained therein, in connection with an emergency without parent/guardian consent if the knowledge of such information is necessary to protect the health or safety of the student or other persons. District 125 employees and school officials shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to the health or safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. District 125 will notify the parent(s)/guardian(s) (or student age 18 or older) as soon as possible of the information released, the date of the release, the person, agency or organization to whom the release was made, and the purpose of the release.

19. District 125 will grant access to, or release information from student records to juvenile authorities when necessary for the discharge of their official duties upon their request before the student's adjudication, provided they certify in writing that the information will not be disclosed to any other party except as provided under law or order of court. "Juvenile authorities" means: (a) a circuit court judge and court staff members designated by the judge; (b) parties to the proceedings under the Juvenile Court Act of 1987 and their attorneys; (c) probation officers and court appointed advocates for the juvenile authorized by the judge hearing the case; (d) any individual, public or private agency having court-ordered custody of the child; (e) any individual, public or private agency providing education, medical or mental health service to the child when the requested information is needed to determine the appropriate service or treatment for the minor; (f) any potential placement provider when such release is authorized by the court to determine the appropriateness of the potential placement; (g) law enforcement officers and prosecutors; (h) adult and juvenile prisoner review boards; (i) authorized military personnel; and (j) individuals authorized by court.
20. District 125 will grant access to, or release information from student records, to a SHOCAP (Serious Habitual Offender Comprehensive Action Program) committee member, provided that: (a) the committee member is a State or local official or authority; (b) the disclosure concerns the juvenile justice system's ability to effectively serve, prior to adjudication, the student whose records are to be released and the official or authority certifies in writing that the records will not be disclosed to any other party except as provided under State law without the prior written consent of the student's parent(s)/guardian(s); (c) the disclosure's purpose is limited to identifying serious habitual juvenile offenders and matching those offenders with community resources pursuant to Section 5-145 of the Juvenile Court Act of 1987; and (d) the release, transfer, disclosure, or dissemination consistent with the Family Educational Rights and Privacy Act.
21. District 125 will grant access to, or release information from student records, to the Department of Children and Family Services' Office of Education and Transition Services if the student is in the legal custody of DCFS.
22. Upon their request, military recruiters and institutions of higher learning will have access to secondary students' names, addresses, and telephone listings, unless an objection is made by the student's parent(s)/guardian(s). Any parents/guardians who do not want such information to be released should check "I do not wish to release information" under the Request to Release Student Information when completing the Online Registration during the summer.
23. It is the student's right that no person may condition the granting or withholding of any right, privilege or benefits, or make as a condition of employment, credit or insurance, the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State or federal law.
24. Copies of the Board Policy 7:340, Student Records, and its administrative procedures are available for inspection in the District's Administrative Office. Policy 7:340 is also available on the District's website. If you have any questions, please call 847-415-4000 and ask for the Principal.

**G. ANNUAL NOTICE TO PARENTS ABOUT EDUCATIONAL TECHNOLOGY VENDORS UNDER THE STUDENT ONLINE PERSONAL PROTECTION ACT**

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and cooperatives and the Illinois State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, the District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted



advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic/extracurricular activities
- Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
- Conduct/behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents/guardians
- Other activities that are for the use and benefit of the District

## **H. FREEDOM FROM DISCRIMINATION**

District 125 complies with all applicable federal and State laws and regulations prohibiting discrimination. It is the policy of District 125 that no person, on the basis of race, creed, color, national origin, ancestry, sex, sexual orientation, disability, age, religion, military status, or other protected group status, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to unlawful discrimination in any District-operated or District-supported program or activity.

The following person has been designated as the District 125 Nondiscrimination Coordinator and may be contacted regarding District 125's nondiscrimination policies:

Name/Title: Dr. Eric Twadell, Superintendent  
Street Address: One Stevenson Drive, Lincolnshire, IL 60069  
E-mail Address: etwadell@d125.org  
Telephone: 847-415-4000

## **I. SEXUAL HARASSMENT**

It is Board policy that no person, on the basis of gender, marital status, or pregnancy, shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to unlawful discrimination in any District-operated or District-supported program or activity. In addition, Board policy prohibits sexual harassment or sexual intimidation of students and staff by District employees and students. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual;

3. such conduct has the purpose/effect of substantially interfering with an individual's academic or professional environment, or creating an intimidating, hostile or offensive education or employment environment; or
4. the conduct deprives or limits the provision of educational aid, benefits, services, or treatment to a student.

Individuals engaging in such prohibited activity shall be subject to disciplinary action up to and including expulsion from school, as determined by the Administration or Board as is required by applicable law or Board policy.

This prohibition applies to acts of sexual harassment by any member of one sex against a member of the opposite or the same sex at all levels of the high school community (i.e., supervisor-subordinate, faculty-student, employee-peer, student-student, student-staff). If you or someone you know feels that you/they have been discriminated against, harassed or intimidated on the basis of sex, marital status, or pregnancy, please contact the Principal, who serves as District 125's Sex Equity Title IX Coordinator. Copies of District 125's sexual harassment policies and Title IX Sexual Harassment Grievance Procedure, Policy 2:265, may be obtained may be obtained in the District's Administrative Office and on the SHS website.

## **J. TEEN DATING VIOLENCE**

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
  - a. 7:20, Harassment of Students Prohibited. This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
  - b. 7:180, Preventing Bullying, Intimidation, and Harassment. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
  - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
  - b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in Policy 7:20, Harassment of Students Prohibited.
3. Incorporates age-appropriate instruction in grades 9 through 12 in accordance with the District's comprehensive health education program in Board Policy 6:60, Curriculum Content. This includes incorporating student social and emotional development into the District's education program as required by State law and in alignment with Board Policy 6:65, Student Social and Emotional Development.
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

## **K. STUDENT SURVEYS**

No student shall be required to submit to a survey, analysis or evaluation without consent of the parent/guardian that reveals information concerning:

1. political affiliation or beliefs of the student or the student's parent/guardian;
2. mental and psychological problems of the student or his/her family;

3. sexual behaviors or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of other individuals with whom students have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or student's parent/guardian; or
8. income (other than required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Whenever a survey, analysis, or evaluation is to be given to a student which requests information contained in paragraphs 1-8 above, a notice and consent form will be provided to parents/guardians detailing the date of the survey, name of individual conducting the survey, class of participants in the survey and the nature/purpose of the survey. In such case, a parent/guardian will have the opportunity to inspect the survey upon and within a reasonable time of a request and to opt his or her student out of completing the survey.

All materials that would identify students participating in a survey, analysis, or evaluation which requests information contained in Paragraphs 1-8 above must be kept strictly confidential. School officials and staff members shall not request, nor disclose, the identity of any student who completes such a survey, analysis or evaluation. The results of a survey, analysis, or evaluation will be disclosed only if the identities of the students participating in the survey are kept confidential.

## **SERVICES FOR STUDENTS**

### **A. POST-SECONDARY COUNSELOR SERVICES TO STUDENTS**

Post-Secondary Counselors are available to inform students of and assist them in the steps of the college selection process. Post-Secondary Counselors perform various activities in connection with this process, such as:

1. Invite all freshmen to the College/Career Center for an explanation of programs / services.
2. Meet with all juniors in small groups to discuss college search and application process.
3. Meet individually with juniors and their parents to discuss specific college options.
4. Write and distribute articles, pamphlets and guides to the college selection process, financial aid, collegiate athletics and other timely topics.
5. Offer evening programming for parents and students on the college search and financial aid processes.
6. Offer workshops on essay writing for senior students.
7. Offer assistance processing college applications for students.

### **B. STUDENT ASSISTANCE PROGRAM**

The goal of the Student Assistance Program is to provide prevention, early intervention programs, and aftercare support services for students and families in the Stevenson community. A variety of student organizations and activities are offered that encourage students to develop leadership skills and maintain a healthy life-style. The Substance Use Prevention Specialist is available to provide support and assistance to students who encounter problems as a result of tobacco, alcohol, or other drug use on their part or on the part of friends or family members.

### **C. SPECIAL EDUCATION/CHILD FIND**

District 125 provides a free, appropriate public education in the least restrictive environment to all eligible students with disabilities as required by the Individuals with Disabilities Education Act (IDEA), Article 14 of the Illinois School Code, Section 504 of the Rehabilitation Act of 1973, and their implementing regulations. Students with disabilities who do not qualify for an IEP may qualify for services under Section 504 of the Rehabilitation Act of 1973 if the child: (i) has a physical or mental impairment that substantially limits one or more major life activities; (ii) has a record of a physical or mental impairment; or (iii) is regarded as having a physical or mental impairment. The District's Special Education program is administered by the Director of Special Education, who may be contacted in the Special Education Office at extension 4800. The District's 504 program is administered by the 504 Coordinator, who may be contacted in the Student Services offices at extension 4500. Requests for an evaluation to determine a student's eligibility for special education services/ IEP or Section 504 services/Section 504 Plan, and/or for a copy of the District's special education and Section 504 policies and procedures, should be directed in writing to these individuals.

Students with disabilities may receive related services as part of their individual education programs (IEPs) or Section 504 Plans. Stevenson will maintain related service logs that record the type and number of minutes of the related service(s) administered to students with IEPs. Parents/guardians of students with disabilities and, for students in the legal custody of the Department of Children and Family Services, the DCFS Office of Education and Transition Services, may also request copies of their child's related service logs at any time. Related services for which a log must be maintained are speech and language services, occupational therapy services, physical therapy services, school social work services, school counseling services, school psychology services and school nursing services.

Parents/guardians and, for students in the legal custody of the Department of Children and Family Services, the DCFS Office of Education and Transition Services, have the right to inspect and/or obtain a copy of their child's school student records prior to any IEP meeting. Written requests to inspect and/or copy the student records should be submitted to the registrar's office at registrar@d125.org.

Qualified interpreters are available at IEP team meetings upon request for parents/guardians whose native language is other than English. If a qualified interpreter is not available, the district may use outside vendors, including telephonic interpreters.

Parents/guardians, including parents/guardians who are deaf, may request an interpreter at IEP team meetings by contacting the student's case manager at (847) 415-4000. Parent/guardian requests for an interpreter at IEP meetings should be made at least 7 days before such meetings whenever possible.

Parents/guardians have the right to request that the bilingual interpreter provided at an IEP meeting by the district serve no other role in the IEP meeting than as an interpreter, and the district will make reasonable efforts to fulfill this request.

#### **D. ANNUAL NOTIFICATION REGARDING SCHOOL DISTRICT ACCESS TO MEDICAID OR OTHER PUBLIC BENEFITS OR INSURANCE PROGRAMS TO PROVIDE OR PAY FOR IEP SERVICES**

With a parent's written consent, the School District may access Medicaid or other public benefits or insurance programs in which the parent's child participates, and provide the child's personally identifiable information to Medicaid or other public benefits or insurance programs in order to pay for IEP services, to the extent permitted under the public benefits or insurance programs; such consent must include: (i) the personally identifiable information that may be disclosed, the purpose of the disclosure, and the agency to which the disclosure may be made; and (ii) a statement that the parent understands and agrees that the School District may access the child's public benefits or insurance programs in order to provide or pay for IEP services.

The School District may not require a parent to sign up for or enroll in public benefits or insurance programs in order for the parent's child to receive IEP services;

The School District may not require the parent to incur out-of-pocket expenses such as the payment of a deductible or co-pay amount incurred in filing a claim for services, other than any cost that the parent would otherwise be required to pay;

The School District may not use a child's benefits under a public benefits or insurance program if that use would decrease available lifetime coverage or any other insured benefit, or result in the family paying for services that would otherwise be covered by the public benefits or insurance program and that are required for the child outside of the time he/she is in school, or increase premiums or lead to the discontinuation of benefits or insurance; or risk loss of eligibility for home and community-based waivers, based on aggregate health-related expenditures;

A parent's refusal to allow the School District to access Medicaid or other public benefits or insurance programs does not relieve the District of its responsibility to ensure that all required IEP services are provided to the child at no cost to the parent. Likewise, the withdrawal of consent or refusal to provide consent under 34 C.F.R. Part 99 and Part 300 to disclose personally identifiable information to Medicaid or other public benefits or insurance programs does not relieve the School District of its responsibility to ensure that all required services are provided at no cost to the child.

A parent has the right under 34 C.F.R. Part 99 and Part 300 to withdraw his/her consent to

access Medicaid or other public benefits or insurance programs and/or to disclose his/her child's personally identifiable information to Medicaid or other public benefits or insurance programs at any time.

**E. MCKINNEY-VENTO HOMELESS ASSISTANCE ACT**

The McKinney-Vento Homeless Assistance Act ensures educational rights and protections for children and youth experiencing homelessness. Parents/guardians who feel they may be eligible for support provided through the McKinney-Vento Act should contact the District 125 Homeless Liaison: Sarah LaFrancis at 847-415-4523 or slafrancis@d125.org.

**F. COMFORT DOGS AT STEVENSON HIGH SCHOOL**

Stevenson High School is committed to ensuring the health and well-being of our students. We acknowledge that, throughout the year, students may experience stress as they strive to achieve their goals. In an effort to provide students with ongoing support and encouragement, Student Services has organized a year-long mental health wellness series. This series consists of programs that occur once per month and include activities designed to provide a fun, relaxing, and supportive outlet for students. One of the activities is sessions with comfort dogs which occur on various days throughout the school year. The comfort dogs and their handlers have received extensive training and are certified to work in school settings as comfort dogs. Should you have any questions or concerns, please reach out to a member of your child's Student Support Team (SST).

**G. INFORMATION & LEARNING CENTER (ILC)/EAST LEARNING CENTER (ELC)**

The Information & Learning Center (ILC) is open to students on Monday through Friday from 7:00 a.m. to 6:30 p.m., when school is in session. The East Learning Center (ELC) is open to students on Monday through Friday from 7:00 a.m. to 4:00 p.m. Juniors and seniors may use the ILC/ELC during their free periods without a pass. Freshmen and sophomores who want to use the ILC/ELC during their study halls need to get passes from their classroom teachers. Study hall teachers will not issue passes to the ILC/ELC. Of course, all students can use the ILC/ELC before school, after school, and during lunch.

The student I.D. card is used to check materials out from the ILC - Library. Circulation policies are as follows:

1. Laptops – May be checked out for use within the ILC facility
2. Books – May be checked out for 3 weeks. Books may be renewed at the Library circulation desk or via email: library@d125.org
3. Reference and Reserve books – May be checked out overnight only, by request
4. Magazines – May be checked out for 3 days

Fines are not charged for overdue library books or materials, but replacement fees will be charged if lost or damaged. Students will receive email notices about overdue materials, and both students and parents/guardians will receive notifications for materials that are 30 days past due. At 45 days past due, materials will be considered lost and both student and parent/guardian will receive notice of a replacement fee charged to the student's school account. If students find materials after lost fees have been paid, refunds will be given only if replacement items have not yet been purchased. All fees for lost or damaged materials must be paid through the School Operations Office (room 2426).

**Rules**

- Respect your peers' learning
  - a. Students must be working to use the ILC/ELC
  - b. Keep your voice at a respectful noise level
  - c. Respect everyone's right to accomplish study and work goals
  - d. Turn off cell phone ringers
- Snack and drink carefully
  - a. Food and covered drinks are allowed
  - b. Place all trash in proper receptacles
  - c. Please, no cafeteria trays, greasy foods or food that spills easily
  - d. Beverages and containers must have covers

- Respect your ILC/ELC facility
  - a. Return textbooks, laptops, and other materials to designated areas
  - b. One student per seat
  - c. Keep feet off furniture
  - d. Report broken or missing items
  - e. Leave all furniture in the proper location; chairs may not be moved
  - f. Keep the facility clean
- Reserve study rooms
  - a. Doors remain open
  - b. Rooms are available on a reserved basis only
  - c. Media rooms are to be used for collaborative projects or classwork
- When meeting with an ILC/ELC tutor, please remember to swipe in with your I.D. at the appropriate tutor's kiosk.

## H. QUIET LEARNING CENTER (QLC)

The Quiet Learning Center (QLC) is open to students on Monday through Friday from 7:00 a.m. to 6:30 p.m. when school is in session. Juniors and seniors may use the QLC during their free periods without a pass. Freshman and sophomores who want to use the QLC during their study halls need to get passes from their classroom teachers. Study hall teachers will not issue passes to the QLC. Of course, all student can use the QLC before school, after school, and during lunch.

### Rules

- Respect your peers' learning
  - a. Students must be working to use the QLC
  - b. Whispering voices
  - c. Respect everyone's right to accomplish study and work goals
  - d. Turn off cell phone ringers
- Snack and drink carefully
  - a. Contained/covered food and drinks are permitted
  - b. Place all trash in proper receptacles
  - c. Please, no cafeteria trays, greasy foods or food that spills easily.
  - d. Beverages and containers must have covers
- Respect your QLC facility
  - a. Return resource books to designated areas
  - b. One student per seat
  - c. Keep feet off furniture
  - d. Report broken or missing items
  - e. Return furniture to its proper place
  - f. Keep the facility clean

## I. SMARTdesk and Student Access to Technology

Stevenson students are given access to several different technology programs. Every student is provided with a network account, an email account, Canvas account, IRC account and an Infinite Campus account. Login information (account names and passwords) should be kept private at all times. All students will have the Student Guidebook downloaded onto their iPads.

Students with questions or needing assistance with an SHS-issued iPad should visit the technicians at the SMARTdesk. The SMARTdesk is located in room 3014 in the Link hallway between the two buildings. During the school year, the SMARTdesk is open on regular school days from 7:30 a.m. to 4 p.m. On late arrival days from 10 a.m. to 4 p.m. Special hours will be posted. During summer school, it is open on school days, Monday through Thursday from 7:30 a.m. to 2 p.m. Special hours will be posted.

Review of responsibilities and rules about SHS issued iPads can be found here: <https://www.d125.org/student-life/tech-services>

During the school year, computers are available for student use in the Information Learning Center (ILC) in the west building (Room 1300) or in the East Learning Center (Room 7026). Freshmen may use the desktop computers during study hall by asking a classroom teacher for a pass to one of the Learning Centers from the study hall.

The use of a Stevenson High school computer is intended to serve instructional purposes only, playing games is not permitted. In exchange for the privilege of using the District's computers, computer network, and Internet access, students consent to staff members monitoring such use. Inappropriate use of the District's computers, computer network and/or Internet access may be considered gross disobedience or misconduct.

## **J. INTERNET ACCESS**

### **Acceptable Use Guidelines Regarding Access and User of District Information Services Systems Definition**

Per District 125 Board of Education Policy 6:235, the term "District Information Services Systems" or "Systems" includes all computer hardware and software owned or operated by the District, District electronic mail, District websites, District online services and bulletin board systems, and electronic information systems. "Use" of the District Information Services Systems includes use of or obtaining access to the system from any electronic device and/or computer terminal, whether or not owned or operated by the District.

#### **District Authority**

The District reserves and retains the right to regulate the content of and links to the District Information Services Systems. The Systems do not constitute a public forum. The District has the right to and does monitor use of the Information Services Systems. Except as provided by federal and state statutes protecting the confidentiality of students' records, no user of the District Information Services Systems has an expectation of privacy in connection with such use.

The District retains ownership and use rights over all information, data, and intellectual property produced through use of any and all of the district's information systems.

The District makes no warranties of any kind, express or implied, for the Information Services Systems it is providing. The District will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, viruses, or service interruptions whether caused by the District's negligence or by a 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 on the Internet through the use of the District's Systems. All users need to consider the source of any information they obtain, in evaluating the reliability of that information.

District 125 shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Many District devices come with a built-in webcam. The District does not have the ability to remotely access the webcam. At no time will the District use webcams to monitor students or employees.

Use of the Systems is a privilege, not a right. Inappropriate, unauthorized, or illegal use may result in cancellation of use privileges and in other appropriate disciplinary and legal action. The Superintendent, or his/her designee shall have the authority to determine inappropriate use as described in these Guidelines, and his/her decision is final.

#### **Responsibility**

Use of the District Information Services Systems shall be consistent with the Board of Education policy, the Acceptable Use Guidelines, and the Vision and Values adopted by District 125, as well as with the varied instructional needs, learning styles, abilities and developmental levels of students.

Students and District employees are responsible for respecting and protecting the rights of other users in the District and on the Internet.

#### **Prohibitions**

District students, employees, contractors, and guests are expected to act in a responsible, ethical and legal manner consistent with District policy, accepted rules of network etiquette, and federal and state law.

It is prohibited to use the District Information Services Systems:

1. To facilitate illegal activity.
2. For product advertisement or political lobbying.
3. For hate mail, discriminatory remarks, and defensive or inflammatory communication.
4. For unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials, including copyrighted software and school logo.

5. To access obscene or pornographic material.
6. For commercial or for profit purposes.
7. To communicate with inappropriate language or profanity.
8. To transmit material likely to be offensive or objectionable to recipients.
9. To intentionally obtain or modify files, passwords, and data belonging to others.
10. To impersonate another user, or to use anonymity or pseudonyms.
11. For fraudulent copying, communications, or modification of materials in violation of copyright laws.
12. To load or use unauthorized games, programs, files, or other electronic media.
13. To disrupt the work of other users.
14. To destroy, modify, or abuse network hardware or software.
15. To quote personal communications in a public forum without the original author's or speaker's prior consent.
16. The illegal use of copyrighted software by students and District employees is prohibited.
17. To use the networks while access privileges are suspended or revoked.

**Users are advised that to protect the integrity of the Information Services Systems:**

1. The District has the right to and does monitor the use of the Systems.
2. Employees and students may not reveal their passwords to another individual.
3. Users must not use a computer that has been logged into using another person's name.
4. Users should not use computers to which they have not been given access by authorized personnel of the District.
5. A user who is identified as a security risk or who violates the Acceptable Use Guidelines may be denied access to the Systems.

**Safety**

To the extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications should immediately bring them to the attention of a teacher or administrator.

Network users should not publish or reveal personal information about themselves or others on the network.

**Students' Personal Electronic Devices**

District personnel may temporarily confiscate a student's personal electronic device when there are reasonable grounds to suspect the student is using or has used the device to violate the law or school rules, including these Acceptable Use Guidelines.

District personnel may search content stored on a student's personal electronic device when there are reasonable grounds to suspect that doing so will reveal evidence that the student has used the device to violate the law or school rules, including these Acceptable Use Guidelines. Except in exigent circumstances posing a significant risk of danger to members of the school community, school personnel will obtain permission of the student whose personal electronic device they wish to search, and of his or her parent or guardian, before conducting the search. Except in such exigent circumstances, if the student and parent or guardian refuse permission, District personnel will seek a warrant to search the personal electronic device.

**Consequences for Inappropriate Use and Other Violations of Acceptable Use Guidelines**

In addition to the provisions of Board of Education Policy 6:235 ("Access to Electronic Networks") and these Acceptable Use Guidelines promulgated as required under 6:235, and student and personnel discipline policies.

General rules for behavior and communication apply when using District Information Services Systems and the Internet. Consequences for inappropriate use may include, but are not limited to, loss of access and other disciplinary measures. These may include temporarily confiscating and retaining electronic devices when such devices are used to access and improperly use the District Information Services Systems.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or other networks, including by uploading or creating computer viruses or making or attempting to make equipment or networks unstable.

Illegal use of the District Information Services Systems, intentional deletion of or damage to files or data belonging to others, or theft of services will be reported to law enforcement authorities for possible prosecution.



## **K. HEALTH SERVICES**

In order to ensure "Success for Every Student," the Stevenson High School Health Services Department focuses on the belief that optimal health is essential for learning and promotes educational as well as lifelong success.

**STUDENTS MUST BE HEALTHY TO BE EDUCATED AND EDUCATED TO BE HEALTHY.**

Our team of registered nurses specializing in adolescent health, works in partnership with families, doctors, and school staff to provide holistic care for every student. The goals of the Health Services Department is to help students develop strategies to manage health conditions independently and enhance personal wellness. Our team provides daily nursing services including illness/ injury assessment and intervention, emergency care, medication administration, and health counseling when needed to ensure positive health outcomes.

### **HEALTH OFFICE STAFF**

Patty Fiore (Health Services Coordinator)  
Jennifer Sellers (Certified School Nurse)  
Kendra Ballardini (School Nurse)  
Grace DiFiglio (School Nurse)  
Allison Hughes (School Nurse)  
Aimee Morales (School Nurse)  
Jennifer Carney (Health Services Division Assistant)

### **HEALTH OFFICE LOCATIONS**

WEST NURSE'S OFFICE- ROOM 2436 (on the second floor in the West Building)  
EAST NURSE'S OFFICE- ROOM 6042 (on the first floor of the East Building)

### **HEALTH OFFICE CONTACT INFORMATION**

Daily Health Office hours are from 7:00AM. to 4:00PM. The Health Office can be reached at **847-415-4022** or by email at **nurses@d125.org**.

Physical and immunization compliance, vision & hearing screening, and other public health mandates are managed by Health Services. Vision and hearing screenings will be scheduled throughout the school year for students new to the District and annually for students receiving Special Education services.

### **HEALTH EXAMINATIONS AND IMMUNIZATION RECORDS**

Students entering 9th grade are required to provide a current child health examination, up-to-date immunizations, and a dental exam. Transfer students must provide a health examination and up-to-date immunizations upon enrollment. Documentation of an eye exam will be required for any student entering an Illinois school for the first time. These requirements are in accordance with rules and regulations of the Illinois State Board of Education and Illinois Department of Public Health. Health examination and immunization requirements, or a waiver of such requirements, must be met by October 15th of the current school year. Failure to comply will result in exclusion from school until the required health forms are provided to the District. (Reference: BOE Policy 7-100, Illinois Department of Public Health Rules and Regulations, Illinois Administrative Code part 665; School Code of Illinois 105 ILCS 5/27-8.1).

Incoming 9th grade and transfer students participating in summer school are requested to submit documentation of health examinations and up-to-date immunizations prior to the first day of summer school.

Health forms may be downloaded from the Stevenson Health Services website: [www.d125.org/student-life/health-services](http://www.d125.org/student-life/health-services)

### **ATHLETIC PARTICIPATION**

Participation in interscholastic sports requires a current physical form. Athletic physical forms are good for 395 days from the original exam date and need to be renewed each year to continue participation. Forms can be sent to [nurses@d125.org](mailto:nurses@d125.org) and [patriotsports@d125.org](mailto:patriotsports@d125.org).

### **ILL OR INJURED STUDENTS**

If a student becomes ill at school, they should go to the nearest Health Office for care. Students should get a pass from their classroom teacher, unless it is an emergency in which case the

teacher can contact the main office/nurses by pressing the emergency button located in each classroom. If it is medically advisable or required that a student leave school, the nurse will attempt to contact the parent/guardian first. If unable to reach them, the nurse will contact the designated emergency contact. Please keep your contact information up-to-date by emailing [data\\_processing@d125.org](mailto:data_processing@d125.org). Local paramedics may be called in the event of a medical emergency. If a student has a doctor's note of any kind, they should bring it to either Health Office for appropriate processing. It is important that parents and students update the nurses when a student has a change in medication and/or medical condition.

### **STUDENT HEALTH NEEDS**

Parents/Guardians should notify the Health Services Department of any student with a health need prior to that student starting school or as a health issue develops. Health information may be sensitively shared with faculty and staff members when necessary to provide for safe daily care and to guide emergency procedures. An elevator pass will be provided with a doctor's orders or at a nurse's discretion. Confidentiality will be maintained in accordance with state and federal laws.

Please provide applicable asthma, allergy, seizure, and/or diabetes care/action plans for your student so that our nursing team can provide the best care for your student.

Undesignated Epinephrine Auto-Injectors are stored in the Health Offices and AED locations for school nurses or trained personnel to administer, in good faith, if a severe allergic reaction is suspected.

### **ELEVATOR**

The elevator may only be used by students to whom the nurse has issued an elevator pass for the period of time indicated on the pass. Elevator access is limited to the student requiring the pass only; no other students will be allowed to ride in the elevator with them.

### **MEDICATION ADMINISTRATION DURING SCHOOL HOURS**

Students should not take medication during school hours or during school related activities unless it is necessary for a student's health and wellbeing. When a student's licensed care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school related activities, the parent/guardian must request that the school dispense the medication to the child and follow the District's procedures on dispensing medication. (Reference: Board Policy 7-270)

A student may possess, for immediate use at the student's discretion, (1) an epinephrine auto-injector (EpiPen®), and/or (2) medication prescribed for asthma, seizures, or diabetes provided the student's parent/guardian has completed and signed a "Permission to Administer Medication 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.

The Stevenson High School Health Offices stock first aid materials including, but not limited to, antibiotic ointment (Neosporin®), antacids, cough drops, eye drops and hydrocortisone cream as well as generic over-the-counter medications (acetaminophen, ibuprofen, benadryl).

District 125 retains discretion to reject requests for administration of medication, subject to the requirements of the Individuals with Disabilities Education Act (IDEA), Article 14 of the Illinois School Code, Section 504 of the Rehabilitation Act of 1973, and their implementing regulations. Nothing prohibits any school employee or official from providing emergency assistance to students, including but not limited to administering medication.

For more information, please visit the Stevenson High School Health Services website: <https://www.d125.org/student-life/health-services>

## **L. FOOD SERVICE**

Stevenson offers a full program of food services beginning at 7:00 a.m. and continuing through the lunch periods. Students may choose from a variety of food options to meet different dietary restrictions. Students who meet guidelines established by the

government will be eligible for free or reduced lunches through a Federal program. Applications for the Federal lunch program are available in the School Operations Office.

For more information about Supporting Patriots with Specific Dietary Needs at Stevenson, please visit <https://www.d125.org/student-life/food-services>.

## **M. BUS SERVICE**

Bus service is provided for all students who attend Stevenson High School. There is no charge for this service.

On late arrival days, buses will arrive to stops 2 hours after their normally scheduled time.

**WHEN A BUS FAILS TO ARRIVE OR MAKE A SCHEDULED STOP, PLEASE CALL THE DISPATCHER AT FIRST STUDENT SCHOOL BUS COMPANY, PHONE NUMBER 847-634-0868.** During the morning hours, the dispatcher is the only person who can answer your questions.

If needed, Stevenson's Transportation Coordinator can be reached at [transportation@d125.org](mailto:transportation@d125.org) or 847-415-4075.

Stevenson High School District covers most of Vernon Township and more than one-third of Ela Township. Therefore, some bus routes are ten to fifteen miles long and take from 30 to 45 minutes to reach school. To cover this distance quickly, only a limited number of stops can be made by the buses. Bus drivers establish these stops during the first day of school, depending on the number of students concentrated along the route. By law, a high school student may be required to walk up to one-and-a-half miles to reach school or a bus stop. On late arrival days, buses begin their routes 2 hours after their normally scheduled start time. From Monday through Friday, late buses leave the Forum Entrance off Parking Lot B at 4:30 p.m., 5:30 p.m. and 6:30 p.m. One bus goes east and one goes west.

Additional information will be sent via messenger at the beginning of the school year regarding bus schedules.

## **RULES AND PROCEDURES FOR BUS RIDERS**

Bus drivers are responsible for the lives of all students on their buses and will not be required to transport any individual who behaves in a disruptive, insubordinate, and/or unsafe manner. If a student's behavior on the bus violates the Stevenson Code of Conduct and/or the procedures below, the privilege of riding the bus will be revoked and then the parent/guardian is responsible for transporting the student to and from school. School bus riders, while in transit, are under the supervision of the school bus driver. Students are expected to follow the following procedures:

1. Be on time at the designated school bus stop; help keep the bus on schedule. FirstView app should be utilized for tracking buses.
2. Stay well off the roadway at all times while awaiting the arrival of the bus.
3. Do not move toward the bus until the bus has been brought to a complete stop. Be careful in approaching the place where the bus will stop. When entering the bus, use the handrail and move quickly to your seat.
4. Do not leave your seat, stand up or kneel in your seat while the bus is in motion.
5. Be alert for danger signal from the driver. He/she is in complete command of the bus.
6. Remain in the bus in the event of a road emergency until instructions are given by the driver.
7. Keep your hands and arms inside the bus at all times. Never throw things out the windows. Students are not permitted to lower or raise bus windows.
8. Avoid loud talking, laughing or unnecessary confusion which can divert the driver's attention and result in serious accident.
9. Profanity will not be tolerated.
10. No smoking is permitted on the bus.
11. No additional bus stops are permitted. Do not ask the bus driver to stop at places other than the regular bus stop; the driver is not permitted to do this unless proper authorization has been provided from a school official.
12. Observe safety precautions at all discharge points. Where it is necessary to cross a two-lane highway only, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross safely.

13. A SHS student may request to ride an alternate bus. This request must be made in advance in any Student Services office. Written or phone verification from a parent/guardian is required.

## GRADING PROCEDURES

The purpose of grading and reporting at Stevenson High School is to measure your student's mastery of the essential standards for a class.

Our grading and reporting system uses proficiency scales (not points) to collect evidence of student performance and academic growth. At the end of the semester, the teacher reviews the evidence presented by each student, in each target, and converts said evidence into a traditional letter grade. In this model, student learning is based on a professional interpretation of evidence.

Because learning is a process that takes place over time, each assessment will provide feedback for the student about what to focus on next, and the student will be allowed to retake assessments.

While traditional grading systems attempt to fuse feedback, achievement results, and performance expectations into a single percentage, the SHS model separately communicates the following:

1. The learning goals/targets that each student is expected to learn.
2. Each student's level of proficiency in each target.
3. The progress each student is making toward proficiency in each target and standard.
4. Areas of success and areas for growth for each student.

### How is student performance calculated?

Frequent on-going assessment of students' progress in the target is essential. Formative assessments take place at regular intervals during the instructional stage to check for understanding and mastery of the course material. Throughout the semester, student performance is collected on each learning target based on the following proficiency scale:

- 4.0 Exceeds Expectations of Mastery of Learning Target
- 3.0 Demonstrates Mastery of Learning Target
- 2.0 Mastery of Learning Target is In Progress
- 1.0 Not yet making progress or making minimal progress toward Mastery of the Learning Target

An additional evidence opportunity may be a required portion of the course and will be used to verify the students' proficiencies that have developed over the course of the semester. The students' final grade is based on will be based on a "modal" interpretation of their proficiency scores (presented in the gradebook). The mode is the score (4,3,2,1) that appears most often in each course skill. Although our grading system allows students to grow in their learning an recover from poor performances the semester grade is based on their level of proficiency in the course skills. You can see your student's scores on the individual skills by viewing the IRC at [irc.d125.org](http://irc.d125.org).

To access course grades and other relevant learning information please go to the Stevenson website click on Grades link.

### GRADE POINT AVERAGE

Both a weighted and an unweighted grade point average are calculated for each student at the conclusion of the first semester and again after summer school.

- Weighted grade point average is calculated using the weights assigned to the grades in the chart below.
- Unweighted grade point average is calculated by assigning College Prep grade points to all grades that are figured into the grade point average, regardless of their level.

	A	B	C	D	F
College Prep / Core	4.0	3.0	2.0	1.0	0
Accelerated	4.5	3.5	2.5	1.5	0
Honors	5.0	4.0	3.0	2.0	0

See the Course Book for more specific information on grading and GPA waivers.

# **EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES VISION STATEMENT**

## **A. EXPECTATIONS AND RESPONSIBILITIES OF EXTRA-CURRICULAR/CO-CURRICULAR ACTIVITY PARTICIPANTS**

1. The Extracurricular/Co-Curricular Activity participants of Stevenson High School will be committed to the school activities program on and off-season by:
  - Following the rules set by the sponsors and the school.
  - Participating enthusiastically.
  - Making appropriate personal sacrifices for the good of the activity.
  - Recognizing that student participation in the activity is a privilege.
  - Setting challenging and realistic goals.
  - Maintaining high academic standards.
  - Being committed to skill development in the activity.
2. The Extracurricular/Co-Curricular Activity participants of Stevenson High School will communicate openly and honestly with respect to sponsors, peers, parents, officials, and opponents by:
  - Developing a positive team attitude.
  - Being respectful.
  - Sharing appropriate individual and activity concerns with the sponsors.
3. The Extracurricular/Co-Curricular Activity participants of Stevenson High School will demonstrate good citizenship and sportsmanship by:
  - Behaving with integrity.
  - Exhibiting pride in the activity and school.
  - Complying with the activity rules.
  - Accepting responsibility as a role model for others.
  - Supporting other clubs/activities.
  - Participating with dignity and maturity, regardless of the situation.
4. The Extracurricular/Co-Curricular Activity participants of Stevenson High School will develop and maintain appropriate mental and physical (health) behaviors by:
  - Being alcohol and drug free.
  - Practicing self-discipline.
  - Demonstrating good personal health habits.
  - Dealing with challenges in a positive manner.

## **B. EXPECTATIONS AND RESPONSIBILITIES OF SPONSORS**

1. The sponsor will act professionally and keep the role of sponsor in proper perspective by:
  - Developing and communicating clear and specific goals for the society/club/team and individual participants throughout the activity.
  - Maintaining open and honest communication with students, parents, and other sponsors.
  - Developing and demonstrating a good knowledge base of the best practice specific to his or her society/club/team.
  - Supporting and collaborating with sponsors in other extracurricular/co-curricular societies, clubs or teams.
  - Modeling and teaching skills necessary to succeed.
  - Supporting student academic expectations, responsibilities, and achievements.
  - Developing the knowledge and understanding of Stevenson's policies and procedures as they apply to extracurricular/co-curricular activities.
  - Promoting and enforcing the Extracurricular/Co-Curricular Code of Conduct.
2. The sponsors will be positive role models of personal management, appearance, ethics, and behavior by:
  - Connecting society/club/team experiences with life experiences.
  - Providing an atmosphere of teamwork and collaboration among sponsors and students.
  - Becoming an integral part of, and developing rapport with, the Stevenson community, including but not limited to the Administration, other sponsors, parents, and students.

- Modeling good sportsmanship at all times.
- Creating and maintaining a safe and healthy environment.
- Understanding their leadership style and its impact.
- Considering important commitments of students outside their society, club or team.

### **C. EXPECTATIONS AND RESPONSIBILITIES OF THE ADMINISTRATIVE LEADERSHIP TEAM**

1. The Administrative Leadership Team will provide the best available facilities for participants in activities and intramurals, ensuring safety and quality at all times by:
  - Scheduling for effective allocation and maximum utilization of facilities.
  - Prioritizing requests for sponsors and Buildings and Grounds for maintenance and improvements.
  - Developing a strong relationship among Building and Grounds, Maintenance, and extracurricular/co-curricular activity sponsors.
2. The Administrative Leadership Team of Stevenson High School will ensure a level of excellence in extracurricular/co-curricular activity sponsors by:
  - Seeking out and hiring sponsors with excellent qualifications, experience and motivation.
  - Providing opportunities for continuing growth for sponsors, including but not limited to clinics and camps.
  - Providing guidelines and expectations through a Sponsor's Handbook and/or a meeting at the beginning of the school year.
  - Facilitating effective end of the year reviews with each extracurricular/co-curricular activity sponsor and seeking his/her input for program improvement.
3. The Administrative Leadership Team of Stevenson High School will establish, maintain, and ensure the enforcement of a code of conduct by:
  - Providing a reasonable and fair Extracurricular/Co-Curricular Code of Conduct.
  - Educating students, sponsors, parents, and community members as to the by-laws of the Extracurricular/Co-Curricular Code of Conduct.
  - Facilitating effective collaboration between Stevenson High School extracurricular/co-curricular programs.
  - Enforcing the Extracurricular/Co-Curricular Code of Conduct.
4. The Administrative Leadership Team of Stevenson High School will demonstrate they value extracurricular/co-curricular activity programs by:
  - Attending extracurricular/co-curricular activity events of various societies, clubs, and teams.
  - Developing rapport regarding extracurricular/co-curricular activities, student leaders, sponsors, parents, and the community at large.
  - Ensuring the fair recognition of participants in extracurricular/co-curricular activity programs.
5. The Administrative Leadership Team of Stevenson High School will encourage and promote sportsmanship and community participation by:
  - Becoming role models of good sportsmanship.
  - Ensuring that the Stevenson community will become educated in regard to the IHSA Sportsmanship By-laws.
  - Ensuring consistent enforcement of IHSA Sportsmanship By-laws.
6. The Administrative Leadership Team of Stevenson High School will maintain an open channel of communication regarding extracurricular/co-curricular activity programs by:
  - Creating mechanisms for communication between each group of stakeholders.
  - Ensuring participants operate in a safe and healthy environment.

### **D. EXPECTATIONS AND RESPONSIBILITIES OF PARENTS/GUARDIANS**

1. The parents/guardians will communicate fairly and openly with extracurricular/co-curricular activity sponsors by:
  - Communicating openly, honestly and respectfully.
  - Communicating issues and concerns in a timely manner, including but not limited to those about the physical and/or emotional well being of their students.
  - Following an appropriate chain of communication such as:
    - Student/Sponsor/Coach first
    - Activities Director/Athletic Director/Intramurals Coordinator second
    - Principal/Superintendent third
  - Attending parent meetings.
  - Reading information disseminated by the sponsors.

2. The parents/guardians will demonstrate exemplary citizenship by displaying the following behaviors:
  - Supporting sponsors and officials to provide a positive, enjoyable experience for all students.
  - Understanding that meetings, performances, and competitions are created for students.
  - Recognizing that student participation in extracurricular/co-curricular activities is a privilege for the students.
  - Using good sportsmanship as a spectator and conducting themselves in a manner that reflects well on both the society/club/team and the school.
  - Promoting the society/club/team by being supportive and helpful of the school program.
  - Expecting consistent student attendance at rehearsals/practices/meetings, events and competitions.
3. The parents/guardians will create a positive and supportive environment to promote student well-being by:
  - Supporting good conditioning and healthy life style habits.
  - Placing the emotional and physical well-being of their students ahead of any personal desire to win.
  - Expecting their students to play in a safe and healthy environment.
  - Supporting their students in planning how to meet their academic responsibilities given the demands of training and practice.
  - Being a role model for other parents by remaining positive at extracurricular/co-curricular events.

## **EXTRACURRICULAR AND CO-CURRICULAR ACTIVITIES**

An individual's total education extends beyond the classroom. The purpose of the Stevenson extracurricular/co-curricular program is to provide each student with opportunities for emotional, cultural, mental, physical, and social growth. This growth can be accomplished through activities that support and advance the curriculum, promote common interests, develop a sense of ownership in the school, and reflect and enhance the goals of District 125.

In order to accomplish this purpose, the extracurricular and co-curricular activities will be designed to exhibit the following characteristics:

1. High level of participation
2. Equal access for all students
3. Responsiveness to students' interests/talents
4. Faculty participation/support
5. Interaction with parents and community
6. Diverse opportunities
7. School/community service
8. Development of leadership qualities
9. Enjoyable experiences and positive attitudes
10. Promotion of a curiosity about and an interest in many different activities
11. Development and demonstration of students' talents and skills
12. Management by skilled and effective sponsors and coaches

### **A. STUDENT ACTIVITIES**

Stevenson offers a rich array of activities that include student leadership, world cultural experiences, community service, interest level clubs and academic competitions/experiences. Every student is encouraged to participate in one or more of these programs. For descriptions of each club/activity, see the Co-Curricular Handbook on Stevenson web site ([http://www.d125.org/clubs\\_and\\_activities/default.aspx](http://www.d125.org/clubs_and_activities/default.aspx)).

### **DANCE GUEST APPROVAL GUIDELINES**

1. An SHS student may bring one pre-approved guest to Homecoming, Winterfest and Prom. All other dances are restricted to SHS students only. Guests must be at least a freshman in high school and under 21 years of age.
2. In order to bring a guest, the Dance Guest Approval Form (available in the Patriot Superstore and on the SHS website) must be completed prior to purchasing a ticket to the dance. No guests will be allowed into a dance without a valid photo I.D. (current school I.D. or driver's license). Non-SHS guests who have not been pre-approved will not be admitted at the door.

## B. INTRAMURALS

Stevenson offers intramural activities that are organized for internal competition in the form of open gym, leagues, special interest clubs, and before and after school activity opportunities. For event listings and descriptions, see the Stevenson website ([www.d125.org/im](http://www.d125.org/im)).

## C. THEATER AND PRODUCTIONS

SHS Theatre Department produces five main stage co-curricular productions each year: a Fall Play, a Musical, a Freshman/Sophomore Play, a Winter Play, and a Spring Play: One Acts. After school, rehearsals and crew calls typically run five to eight weeks per production on Mondays-Fridays, and the StageCrafters or students needing to complete Crew Hours work most weekends during the production process. All audition and performance dates are published in the eMinuteman, Daily Announcements, Social Media, School and Fine Arts Website. Specific audition requirements for each production will be available prior to each audition date on the <https://www.d125.org/events/fine-arts> "Auditions" tab.

## D. STUDENT PUBLICATIONS

- A student newspaper, STATESMAN, is published by students under faculty supervision. This activity provides practical opportunity to those interested in this field and serves as a news agency for the school and community.
- As in the case of the newspaper, the school yearbook, THE AMBASSADOR, is produced by a staff of students. It pictures student life, clubs, organizations, and individuals.
- THE WIT/HALF WIT is a student publication featuring the creative writing and artwork of Stevenson students.
- The Stevenson Styler students design a Fashion magazine that is published and distributed to students twice a year.

## E. STUDENT COUNCIL

The purpose of the Student Council is to aid the Board of Education in its decision and policy making by informing the Board about the feelings and views of the student body. The Student Council also hopes to improve communication throughout the school. The Student Council has a student of its choice sit with the Board and express the general consensus of the student body. Representatives from each class will be selected, based on an application, to form the nucleus of the Council. The selection will take place once a year during the month of March to determine who will make up the Council. The whole school will elect officers.

## F. STUDENT CONGRESS

The Student Congress reports to and works directly with the Student Council.

## G. POSTER/SIGN PROCEDURES

1. **Purpose:** To establish guidelines and procedures for posting and removing signs and posters throughout the school building by school-sponsored activities.
2. **Quality:** School-sponsored organizations' signs or posters must:
  - a. positively reflect the organization and/or its activities.
  - b. be neatly designed and written clearly, with correct spelling and grammar.
  - c. not include any language or images with prohibited content (See Student Rights and Responsibilities, *Free Speech/Distribution of Materials*, in the *Student Guidebook*).
3. **Approval:** Prior to being posted, organization signs or posters must:
  - a. be approved by the acting sponsor of that organization/club.
  - b. be signed on the front bottom right corner.
  - c. be "date" stamped in same corner as the signature with a removal date (i.e., one day after event).
4. **Location/Safety:**
  - a. there shall be no posting of posters or signs on glass doors or windows.
  - b. posting of posters or signs is only allowed on designated bulletin boards.
  - c. designated bulletin boards may be available for specific organizations/clubs. Please take advantage of this opportunity, and contact the Director of Student Activities for further details.
5. **Removal:** All posters and signs must be removed by removal date stated on the poster/sign.
  - \* Mass reproduction of posters and announcements is not allowed.



\* Any student who vandalizes a poster or sign will receive consequences as outlined in the Student Guidebook.

\* Any exceptions to these poster guidelines and procedures must be submitted to the Director of Student Activities for approval.

\* All outside agencies and individual students must present posters or signs to the Director of Student Activities for approval. If approved, space on designated bulletin boards will be assigned for the outside agency's/individual student's posters or signs. See Student Rights and Responsibilities, Distribution of Materials, in the Student Guidebook.

## H. NEW CLUB PROCEDURES

- 1. School-Sponsored Clubs:** To be eligible for consideration as a club sponsored by Stevenson High School, a club must meet the following criteria:
  - a. Evidence of sufficient student interest (i.e., 20 or more students);
  - b. Congruence with Board Policy 1:30, *School District Philosophy*, and District 125's philosophy statement provided in the Extracurricular/Co-curricular Code of Conduct;
  - c. Availability of an appropriate sponsor;
  - d. Inclusiveness (i.e., the degree to which the club is designed to appeal to and include students regardless of race, gender, religion, national origin, disability, or other characteristic); and
  - e. No significant duplication of purpose, goals, or activities of an existing school-sponsored club.
- 2. School-Recognized Clubs:** Student clubs which Stevenson High School determines not to sponsor may nonetheless be recognized by the school, in accordance with the Federal Equal Access Act, consistent with District 125's efforts to encourage the emotional, cultural, mental, physical, and social growth of its students, and subject to the following conditions:
  - a. Meetings or activities are voluntary and student-initiated;
  - b. There is no sponsorship of meetings or activities by Stevenson High School, the government, or its agents or employees;
  - c. Meetings or activities do not interfere with, disrupt, or adversely affect the school mission, instruction, activities, discipline, and/or operations, and are not reasonably foreseeable to interfere with, disrupt, or adversely affect the school mission, instruction, activities, discipline, and/or operations, including but not limited to any conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; (b) endanger the health or safety of students, staff, or school property; or (c) otherwise impinges on the rights of other students;
  - d. Employees or agents of Stevenson High School or the government are present at religious meetings or activities only in a voluntary, non-participatory capacity;
  - e. Non-school persons may not direct, conduct, control, or regularly attend meetings or activities;
  - f. Meetings and activities must occur during non-instructional time and when the designated area of the school is not being used for school-sponsored activities or events;
  - g. Stevenson High School expends no funds beyond the incidental cost associated with providing the space for student-initiated meetings; and
  - h. All literature, signs, or other publicity of school-recognized clubs shall include a disclaimer provided by the District stating that the club is not school-sponsored or endorsed, which must be approved by the Director of Student Activities or his/her designee before posting or broadcasting information about the club's meetings/activities.
- 3. Creating a New Club:** Any student having an interest in starting a new club may complete the Proposal Form in the Student Activities office. After the completed form has been returned to the Student Activities office, the proposal process is as follows:
  - a. Review of the proposal by the Director of Student Activities, considering the above criteria and conditions for school-sponsored clubs and school-recognized clubs.
  - b. Present proposal to S.L.A.C. subcommittee, students and the Director of Student Activities.
  - c. S.L.A.C. makes recommendation to Director of Student Activities.
  - d. If appropriate, a written recommendation is submitted by the Director of Student Activities to the Principal for acceptance or rejection of the club as a school-sponsored club or school-recognized club.

- e. Final written decision is issued by the Principal.
  - f. If a club is accepted as a school-sponsored club, the club will be on “pilot” status for two full semesters and a specific plan to start as a school-sponsored pilot club will be developed by the sponsor, students, and the Director of Student Activities.
- 4. Successful Completion of Pilot Status:** A club initially approved for pilot status may be approved for full status as a school-sponsored club upon application to the Director of Student Activities has and meets the following criteria:
- a. Has been in existence at least one school year (two consecutive semesters);
  - b. Maintains a consistent membership of at least 20 students;
  - c. Has a constitution describing the purpose, goals, and structure of the club;
  - d. Has identified activities;
  - e. Has an identified meeting structure; and
  - f. Has a District-paid adult sponsor.

## **ADLAI E. STEVENSON HIGH SCHOOL EXTRA-CURRICULAR/CO-CURRICULAR CODE OF CONDUCT**

### **PHILOSOPHY:**

Adlai E. Stevenson High School views participation in athletic teams, fine arts performance groups, student activities clubs, and other extracurricular/co-curricular activities as a privilege, not a right. Students who choose to participate in extracurricular/co-curricular activities accept additional responsibilities as representatives of Stevenson High School. The Board of Education, Administration, staff, and coaches of Adlai E. Stevenson High School believe that our students represent our highest standards, including our core principles: responsibility/accountability, integrity, acceptance, and empathy. Participation in extracurricular/co-curricular activities provides exceptional life-learning opportunities. This Code of Conduct specifically establishes high expectations and standards for all extracurricular/co-curricular participants. These expectations embody a total lifestyle approach with an emphasis on respect for self, others and property; loyalty to self, classmates, staff, coaches, sponsors, and school; ideals of true sportsmanship; and maturity to fully accept choices made and their consequences. The implementation and effectiveness of this Code of Conduct is dependent on a collective commitment from students, parents, and school personnel, along with a proactive approach to prevention and assistance.

### **PERIOD AND SCOPE:**

The Code applies to all students who participate in voluntary, school-sponsored activities that are not part of an academic course. The Code requirements must be followed by these students on and off campus, 24 hours a day, seven days a week, 365 days per year. A student's Code record and consequences are cumulative, regardless of category, beginning with the student's and parent's/guardian's initial written/electronic acknowledgement of this Code during the registration process and continuing throughout the student's entire high school career. Students who violate the Code when their extracurricular/co-curricular activity(ies) is out of activity/season may have consequences applied during the student's next activity/season. This may also include consequences carried over and applied during the student's next school year.

The Code provides a minimum guidance when addressing certain conduct of students participating in extracurricular/co-curricular activities. It does not enumerate every situation or conduct for which discipline may be imposed on a student. A violation of the Code, and any disciplinary consequences imposed for a violation, will be determined on a case-by-case basis, considering the particular facts and circumstances and egregious nature, if any, of the violation.

Supervisors/coaches will be provided with information about any disciplinary consequences imposed on a student participating in their particular extracurricular/co-curricular activity. Each supervisor/coach may establish additional rules for the particular extracurricular/co-curricular activity regarding curfew, traveling, attendance at meetings/practices/rehearsals and performances/competitions, personal conduct, and personal appearance.

Rule enforcement will be consistent for all students who participate in extracurricular/co-curricular activities.

**EXTRACURRICULAR/CO-CURRICULAR TIERS:**

Adlai E. Stevenson High School recognizes the diversity and uniqueness between the numerous athletic teams, clubs, and performance groups that fall under the Code. Therefore, a tiered system has been established to differentiate consequences for expectation and rule infractions.

Tier A:	Zero-Tolerance Clubs & Honor Societies	Best Buddies, NHS*, FMP, Operation Snowball, Peer Helpers, S.P.T., TriM, Thespians. *All NHS By-laws also apply.
Tier B:	Competitive Teams & Clubs	Athletics, Archery, Boys Badminton, Bass Fishing, Biology Olympiad, Business Professionals of America, Chess, Color (Winter) Guard, Debate, eSports, Economics, Ethics Bowl, Family, Career, and Community Leaders of America, Future Business Leaders of America, History Bowl/Bee, History Fair, Math, Model UN, Scholastic Bowl, Science Olympiad, Science REACH, Speech and Drama, Table Tennis Team, TEAMS, VEX Robotics, Youth and Government.
Tier C:	Non-Competitive Clubs and Intramurals	Refer to the Student Co-Curricular Handbook for a complete list of activities.
Tier D:	Performance Groups	Fall Play, Musical, Freshmen/Sophomore Play, Winter Play, Spring Play, Mélange Dance Company, Repertory Dance Company, Jazz Band, Jazz Lab, Lady Jazz, Just the Guys, Baroque Ensemble, Pit Orchestra, Improv Club, Fine Arts Festivals, Auditions & Competitions, StageCrafters, Madrigals, Jazz Etc.
Tier E:	Attendees of school-sponsored dances	Homecoming, Winterfest, Prom.

**RULES, EXPECTATIONS & DISCIPLINARY CONSEQUENCES**

<b>Attendance</b>
<p><b>Participation on Days of Absence: Tier B &amp; Tier D</b></p> <p>In order to ensure “Success for Every Student,” Stevenson High School establishes high academic expectations. To assist in accomplishing this goal, students are expected to be in attendance during the school day in order to participate in an after-school competitive event or performance activity the same day. For any student absence of more than one academic period, the student must receive clearance from the Athletic or Student Activities Office before the end of that school day to participate in the competition/performance.</p> <p><b>Out-of-School Suspension, &amp; Alternative Day Assignment, &amp; Saturday School Assignment: All Tiers</b></p> <p>If a student receives an Out-Of-School Suspension (OSS), he/she may not be on the school campus or attend any school function for any reason, including attendance at a school dance or participation in any extracurricular/co-curricular activity practice session, rehearsal, competition, or performance on the day of and/or during an OSS.</p> <p>If a student receives an Alternative Day Assignment (ADA), he/she may attend, but may not participate in, any extracurricular/co-curricular activity practice session, rehearsal, competition, or performance on the day of an ADA.</p> <p>A student who receives a Saturday School assignment must fulfill the obligation as scheduled. A student may participate in an extracurricular/co-curricular activity on a Saturday once all Saturday School obligations have been fulfilled.</p>

<b>Academic Eligibility</b>	
<b>Violations</b>	<b>Consequences</b>
<p>As a member of the Illinois High School Association (IHSA), Stevenson adheres to and enforces the IHSA policy on academic eligibility. The IHSA policy requires a student involved in competitive events &amp;/or performance activities to be passing a minimum of five classes (where the classes are 0.5 credit courses).</p> <p>In addition, a student must pass a minimum of five classes (where the classes are 0.5 credit courses) each semester to be eligible for participation in competitive events &amp;/or performance activities in the next semester.</p> <p>Details regarding the IHSA academic eligibility policy are reviewed with participating students each season by the supervisor/coach and also available in the Athletic and Student Activities Offices.</p>	<p><b>Tier A, C, E:</b> Consequences will be applied according to the rules of that extracurricular/co-curricular activity.</p> <p><b>Tier B, D:</b> Attend 9th Hour sessions any week he or she is not passing a minimum of five classes. The student will be able to attend practice/rehearsal if it does not conflict with 9th hour, but he or she may not compete/participate for 7 calendar days or until the academic criteria are met, whichever is longer.</p>

<b>Transportation</b>
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**Tier B:** All students must travel to and from off-campus competitions by school-sponsored transportation, except that a student may leave the competition with his or her parent(s)/ guardian(s) if the student submits written parental permission to the particular supervisor/coach. Written parental permission must be submitted to the supervisor/coach prior to the competition. Extenuating circumstances will be handled by the Director of Athletics or Student Activities. Parents/guardians should contact the applicable Director well in advance of the competition if there are any questions.

<b>Dress Standards</b>
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**All Tiers:** The school general dress standards apply to all extracurricular/co-curricular activities, except for uniforms and costumes approved by the Athletic Director or Director of Student Activities.

<b>Equipment &amp; Uniforms</b>
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**All Tiers:** Any student may receive disciplinary consequences, including but not limited to a loss of privileges, and/or fees if in possession of Stevenson High School equipment, uniforms, and/or costumes not issued to him/her or who does not return equipment, uniforms, and/or costumes issued to him/her in the designated time period after the conclusion of his/her activity.

<b>Overnight Travel &amp; Field Trip Experiences</b>
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**All Tiers:** Extracurricular/co-curricular activities may involve group overnight travel experiences and field trips. Participation in these experiences is a privilege, based on, but not limited to, factors such as academic status and school attendance. Previous violations of the Co-Curricular Code of Conduct may result in loss of participation in one or more group overnight travel experiences, depending on the nature and severity of the student's violations. Any student who violates the Co-Curricular Code of Conduct during a group overnight travel experience may be removed from the overnight travel experience immediately. If removed, the student's parent/guardian will be contacted and be responsible for arranging the student's immediate return home. The student's parent/guardian will be responsible for paying any and all additional travel expenses related to the immediate return. In addition, the student's parent/guardian will not be reimbursed for any expenses paid for the student's participation in the activity or the original travel arrangements.

<b>Behavior/Citizenship</b> <b>Category 1 - First Violation Consequences</b>	
<b>Violations</b>	<b>Consequences</b>
<p>Category 1 addresses offenses of dishonesty and insubordinate and disrespectful behaviors. Examples include, but are not limited to, lying to school officials; cheating/plagiarism; and false identification.</p> <p><b>Note: Any image or content, including those posted online, that depicts behavior described above may be considered in assessing a Code violation.</b></p>	<p><b>Tiers A, B, C, D:</b> Suspension up to 15% of club/activity/competition/performance and loss of leadership position.</p> <p>During the period of suspension from the extracurricular/co-curricular activity, the student is expected to attend and participate in all required practices, rehearsals, and meetings.</p> <p><b>Tier E:</b> Loss of privileges, including but not limited to denial of admittance or removal from activity. Contact parent(s)/guardian(s), depending on the nature and severity of the incident.</p>

<b>Behavior/Citizenship</b> <b>Category 2 - First Violation Consequences</b>	
<b>Violations</b>	<b>Consequences</b>
<p>Category 2 addresses aggressive behaviors. Examples include, but are not limited to, theft; fighting; bullying; harassment; hazing; fraternities, sororities, and secret societies; gang-related activities, Inappropriate Use of Personal Electronic Communication Device, Violation of Acceptable Use Guidelines.</p> <p>Note: Students who participate in extracurricular/co-curricular activities commit to supporting, encouraging, and mentoring each other in their efforts to achieve individual and group goals within the vision and mission of District 125. Engaging in or encouraging hazing is strictly prohibited. This includes students who witness but do not report acts of hazing.</p> <p><b>Note: Any image or content, including those posted online that depicts behavior described above may be considered in assessing a Code violation.</b></p>	<p><b>Tier A, C:</b> Suspension for 20 - 40% of club/activity/competition/performance and loss of leadership position.</p> <p><b>Tier B, D:</b> Suspension for 20 - 40% of club/activity/competition/performance and loss of leadership position. During the period of suspension from the activity, the student is expected to attend and participate in all required practices and meetings.</p> <p><b>Tier E:</b> Loss of privileges, including but not limited to denial of admittance or removal from activity. Contact parent(s)/guardian(s), depending on the nature and severity of the incident.</p> <p><b>All Tiers:</b> Student may be suspended from participation in the activity for a period up to one calendar year, depending on the nature and severity of the incident. Suspension from the activity may be reduced if the student successfully completes an appropriate corrective/education program.</p>

<b>Behavior/Citizenship Category 3 - First Violation Consequences</b>	
<b>Violations</b>	<b>Consequences</b>
<p>Category 3 addresses the use or possession of a weapon; possession, use, distribution, purchase, or sale of prohibited substances or related paraphernalia; and other criminal activity. Examples of prohibited substances include, but are not limited to vaping fluids, nicotine, alcoholic beverages, illegal drugs, controlled substances, any other impairing and/or intoxicating substance, and performance-enhancing substances banned by the IHSA. This prohibition also includes participation in a plan to sell, purchase, possess, use, and/or distribute, prohibited substances or related paraphernalia.</p> <p><b>Note: Any image or content, including those posted online that depicts behavior described above may be considered in assessing a Code violation.</b></p>	<p><b>All Tiers:</b> Referral to Assistant Principal or Dean. Suspension for 20 - 100% of club/activity/competition/performance and loss of leadership position. Suspension from the activity may be reduced if the student successfully completes a community-based substance abuse or other corrective/education program.</p> <p>The student may be suspended from all extracurricular/co-curricular activities for a period up to one calendar year, depending on the nature and severity of the incident.</p>

<b>Behavior/Citizenship Category 1 &amp; 2 - Second Violation Consequences</b>	
<p><b>Tier A, C:</b> Suspension up to 50% of club/activity/competition/performance and loss of leadership position.</p> <p><b>Tier B, D:</b> Suspension up to 100% of club/activity/competition/performance and loss of leadership position.</p> <p>During the period of suspension from the activity, the student is expected to attend and participate in all required practices and meetings.</p> <p><b>Tier E:</b> Removal from activity. Contact parent(s)/guardian(s).</p> <p><b>All Tiers:</b> Student may be suspended from participation in the activity for a period up to one calendar year, depending on the nature and severity of the incident. Suspension from the activity may be reduced if the student successfully completes an appropriate corrective/education program.</p>	

<b>Behavior/Citizenship Category 3 - Second Violation Consequences</b>	
<p><b>All Tiers:</b> Suspension from all extracurricular/co-curricular activities for a period of up to one calendar year. Suspension from all activities may be reduced if the student successfully completes an appropriate corrective/education program.</p>	

<b>Behavior/Citizenship Third Violation Consequences (for all Categories)</b>	
<p><b>All Tiers:</b> The student may be excluded from all extracurricular/co-curricular activities for the remainder of his/her high school career. The student may submit a petition, in writing, to the respective Director for reinstatement in an extracurricular/co-curricular activity, provided that at least one calendar year of exclusion has been completed from the date of the third infraction. Any reinstated student will be considered at the second-violation level.</p>	

**SELF-REPORTING:**

Students who voluntarily self-report their first violation of Categories 1, 2, or 3 to the Athletic, Student Activities, or Fine Arts Directors may have their consequences reduced depending on the nature and severity of the violation and/or whether the violation interferes with, disrupts, or adversely affects the school mission, instruction, activities, discipline and/or operation, or reasonably leads school officials to anticipate such interference, disruption, or adverse effect, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; (b) endanger the health or safety of students, staff, or school property; or (c) otherwise impinge on the rights of other students. A student will not receive reduced disciplinary consequences for self-reporting if the school reasonably suspects or has already become aware of the violation by other means; the student has been arrested or cited by law enforcement for the violation; or the student does not comply with the reduced consequences to address the violation.

**DUE PROCESS:**

- A. A student will be advised by the Dean of Students or particular Athletic/Student Activities/Fine Arts/Dean's Office of the charges against him or her. The student will be provided with the date and time of a meeting to discuss the charges if the meeting is not held immediately.
- B. A pre-disciplinary meeting is not required and the student may be immediately suspended when the student's presence interferes with, disrupts, or adversely affects the school mission, instruction, activities, discipline, and/or operations, or is reasonably leads school officials to anticipate such interference, disruption, or adverse effect, including but not limited to conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; (b) endanger the health or safety of students, staff, or school property; or (c) otherwise impinges on the rights of other students. In such cases, the notice and conference shall follow as soon as practicable.
- C. During the scheduled meeting, the student will be given the opportunity to respond to the charges.
- D. The student and his or her parent(s)/guardian(s) will be advised in writing by the Dean or Director of any disciplinary action imposed on the student for the violation, including the Board policy, school rule, and/or Code provision that was violated, and the opportunity to appeal the disciplinary consequence.
- E. The student and his or her parent(s)/guardian(s) may appeal the disciplinary action to the Principal or designee. During the appeal process, the imposed discipline remains in effect. The Principal or designee will take any action he or she deems appropriate. The Principal's/designee's decision on appeal is final.

## 2022-23 CALENDAR

August 11, 2022	First Day of School - All Students
August 15, 2022	Activity Period
August 24, 2022	Parent Open House
August 25, 2022	Late Arrival
August 27, 2022	SAT Test (at Stevenson)
September 1, 2022	Parent Open House
September 2, 2022	Late Arrival
September 5, 2022	Labor Day - No School
September 6, 2022	Activity Period
September 15, 2022	Late Arrival - Teacher Plan
September 26, 2022	Non Attendance Day
September 27-30, 2022	Homecoming Week
October 1, 2022	Homecoming Dance
October 1, 2022	SAT Test (at Stevenson)
October 3, 2022	Activity Period
October 5, 2022	Non Attendance Day
October 10, 2022	Indigenous Peoples' Day - No School
October 12, 2022	PSAT/NMSQT
October 20, 2022	Late Arrival - Staff Development
October 24, 2022	Activity Period
November 8, 2022	Election Day - No School
November 14, 2022	Activity Period
November 17, 2022	Late Arrival - Teacher Plan
November 23, 2022	Non Attendance Day
November 24-25, 2022	Thanksgiving Break - No School
November 28, 2022	Activity Period
December 3, 2022	SAT Test (at Stevenson)
December 8, 2022	Late Arrival - Staff Development
December 21, 2022	Early Dismissal
December 22, 2022	Early Dismissal
December 23, 2022-January 6, 2023	Winter Break
January 9, 2023	Institute Day - No School
January 10, 2023	Classes Resume
January 16, 2023	Martin Luther King Jr. Day - No School
January 19, 2023	Late Arrival - Teacher Plan
February 13, 2023	Activity Period
February 16, 2023	Late Arrival - Staff Development
February 20, 2023	Presidents' Day - No School
February 21-24, 2023	Winterfest Week
February 25, 2023	Winterfest Dance
March 3, 2023	Institute Day - No School
March 6, 2023	Casimir Pulaski Day - No School
March 9, 2023	Illinois Science Assessment (ISA)
March 11, 2023	SAT Test (at Stevenson)
March 16, 2023	Late Arrival - Teacher Plan
March 20, 2023	Activity Period
March 27-31, 2023	Spring Break
April 7, 2023	Non Attendance Day
April 10, 2023	Activity Period
April 12, 2023	PSAT 8/9
April 12, 2023	SAT Test (With Essay)
April 18, 2023	PSAT 10 Test
April 20, 2023	Late Arrival - Staff Development
May 1-5, 8-12, 2023	Advanced Placement Exams
May 15, 2023	Activity Period
May 25, 2023	Early Dismissal
May 26, 2023	Early Dismissal
May 26, 2023	Graduation
June 3, 2023	SAT Test (at Stevenson)

\* Dates are subject to change

Visit <https://www.d125.org/academics/sat-psat-testing> for additional ACT/SAT Information



## **PPA (Patriot Parent Association)**

The Patriot Parents Association is happy to publish the SHS Student Guidebook. This is just one of the many amazing programs, activities and fundraisers the PPA offers. We, volunteer parents and guardians strive to continually enhance our students' high school experience. For more information please visit <http://www.d125.org/parents/ppa>

### **Important Student PPA Dates**

- August 19, 2022 – Freshmen Mixer
- August 31, 2022 – Bake Sale
- September 14, 2022 – Bake Sale
- September 28, 2022 – Bake Sale
- September 30, 2022 – Treat Day
- October 12, 2022 – Bake Sale
- October 26, 2022 – Bake Sale
- November 16, 2022 – Bake Sale
- November 30, 2022 – Bake Sale
- December 14, 2022 – Bake Sale
- December 16, 2022 – Treat Day
- January 12, 2022 – Bake Sale
- January 1, 2023 – Bake Sale
- February 7, 2023 – Bake Sale
- February 24, 2023 – Treat Day
- March 1, 2023 – Bake Sale
- April 12, 2023 – Bake Sale
- April 26, 2023 – Bake Sale
- May 10, 2023 – Bake Sale
- May 19, 2023 – Treat Day & Spring Fling
- May 25, 2023 – Senior Class Party

### **Important Parent PPA Dates**

- August 9, 2022 – Staff Hospitality Breakfast
- August 16, 2022 – PPA Meeting
- September 6, 2022 – PPA Meeting
- October 11, 2022 – PPA Meeting
- November 29, 2022 – PPA Meeting
- February 7, 2023 – PPA Meeting
- April 4, 2023 – PPA Meeting
- May 2, 2023 – Staff Hospitality Lunch
- May 16, 2023 – PPA Meeting