INDIAN PRAIRIE SCHOOL DISTRICT 204

Inspire all students to achieve their greatest potential.

2026-2027
High School
Student Handbook & Planner

This book belongs to:

Name: _____

Grade: _____

Information contained in this book, including dates, times and locations is accurate at the time of printing and is subject to change. Any updated information can be found online in the Student Handbook & Planner. Please note the handbook portion of this planner is an abbreviated version of the official Indian Prairie D204 Handbook found online at www.ipsd.org.

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Handbook updated April 2026

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ATTENDANCE POLICY

ATTENDANCE

Regular daily attendance is important to student success. In order to meet state and district standards for graduation, regular attendance is required; therefore, only the school has the authority to determine whether an absence is "excused" or "unexcused". For these reasons certain procedures are established to regulate attendance.

When a student is absent from school, his parent/guardian must call the appropriate class house before 10:00 a.m. on the day of the absence. Otherwise, the student will be considered truant and subject to disciplinary action. Any deviation from this policy must be discussed in person with the Dean and is the parent's responsibility. **After 48 hours, an unresolved absence becomes classified as unexcused.**

If a student must leave school before the end of the school day, they must first secure permission to leave from the House Secretary or face disciplinary action. From time to time, we will have special schedules for such things as state/district testing, assemblies, and special programs. All students are expected to be in attendance on these days.

Absent Student Hotline	House Secretaries
Victory House 630-375-5900 #3	Linda Veitch Amy Coryell
Honor House 630-375-5900 #3	Rakhee Raveendran Rosalinda Dominguez
Spirit House 630-375-5900 #3	Cheryl O'Brien TBD
Merit House 630-375-5900 #3	Nancy Nelson Rebecca Munoz

Please support the educational process by not making appointments with dentists/doctors during the school day. Students who have early dismissal, late arrival, or who are on a work program will be dismissed after the completion of the usual period and not at the usual clock time. It is the student's responsibility to notify his supervisor ahead of time of this priority obligation to the school.

During the final exam days at the end of each semester, students are required to attend all class periods. The state requires that we operate a full day of attendance, excluding lunch periods, to qualify for Average Day Attendance reimbursement. D204 has a Closed Campus Policy that does not allow students to leave and then to return to school for exam periods only.

Students will not be excused to leave campus unless they have a note indicating the time and reason for absence before leaving school. The House Secretary will not take phone calls excusing students for any missed test during Final Exams unless they have a prearranged absence verified by a physician's note.

A student who has been **absent from school for five (5) consecutive days or more, or who has had a communicable disease must present a physician's release** before being readmitted to school.
A student who has been absent for less than five (5) consecutive days may be readmitted to class with a written excuse from their parent(s) or guardian(s).

Senior "Ditch Day" – District 204 **does not sanction** a "Ditch Day" for seniors or any other students. Students who participate in this type of activity will be considered truant from school and will face disciplinary action.

DEFINITION OF ATTENDANCE TERMS

Parents are responsible for the daily attendance of their children. However, Illinois School Code does not grant parents the authority to excuse their children from attending classes without valid cause.

1. **Pre-Arranged Absence** – When parents know in advance that their student will be absent, they must call their child's House Secretary at least two days in advance. For our records, the student must bring in a written request and a prearranged absence form must be completed.
2. **Excused Absence** – A valid cause for absence includes illness (including mental or behavioral health of the student), observance of a religious holiday, death in the immediate family, attendance at civic event, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other reason as approved by the Superintendent or designee. Students absent for a valid cause may make up missed homework and classwork assignments in a reasonable timeframe.
3. **Absence Due to Illness** – A student who has been absent 5 or more consecutive days due to illness must present a physician's statement or visit the school nurse to be readmitted to classes. When an illness is determined to be contagious, District 204 will follow the infectious disease guidance from the Illinois Department of Public Health and Center for Disease Control.
4. **Mental Health Days** - Students may take up to five mental or behavioral health days per year. A student is not required to provide a medical note and will be given the opportunity to make up any schoolwork missed during such absences. Following the second mental health day, a student may be referred to the appropriate school personnel for follow-up (Public Act 102-0321 (Senate Bill 1577).
5. **Unexcused Absences (Truant)** – Absent from school without a valid cause. Unexcused absences include, but are not limited to, oversleeping, vacation, working, missing the bus, car trouble, shopping, traffic, alarm clock problems, etc.
6. **Unverified Absences/Cuts** – These are absences not sanctioned by the school or by their parent/guardian. After 48 hours, an unverified absence becomes classified as truant.
7. **Chronic Absenteeism** - Absences that total 10% or more of school days of the most recent academic school year, including absences **with and without valid cause.**
8. **Excessive absences** – Excessive excused absences interfere with student achievement. A student will be allowed nine (9) excused absences per school year without a doctor's note. After 9 days, all absences without a doctor's excuse may be considered unexcused. Doctor's notes must state the reason the student was unable to attend school and give exact times the student was seen in the doctor's office. Doctor's notes will only be accepted within 10 days post appointment.

   Once a student has accumulated nine (9) days of unexcused absences within the past 180 regular school attendance days, he or she is considered to be chronically truant by state law and a referral to DuPage/Will County truancy may be made. Individual intervention plans may be developed for students found to be excessively absent from school. These plans will be designed to remediate the attendance patterns by attending to and supporting the function of the student's barrier(s) to consistent school attendance. This will also help meet local and state attendance expectations.

9. **Administrative Withdrawal** – If a student fails to attend school for 15 consecutive days without valid cause, and attempts to locate or get the student to return to school have been unsuccessful, the student will be deemed to have voluntarily withdrawn on the 16th day. The student will be removed from the District's enrollment roster.

10. **Late Arrival/Early Dismissal** – Students who arrive late or leave early must show their ID card upon entering or leaving the building. Students may not loiter in the parking lot before or after their school day.
11. **Tardiness** – Consistent and regular attendance in all classes is an important component of academic achievement. Tardies to class interrupt this process and may negatively affect performance. Unexcused tardies will be addressed on an individual basis by building administration.

WHEN A STUDENT IS MARKED ABSENT FROM CLASS

The Dean from the appropriate House Office or teacher may issue an attendance referral that indicates the period(s) that the student is absent. The student can use the referral form to resolve an incorrectly marked absence. If the absence is unexcused, the student may receive consequences including a zero for that day's activities and a referral in which the Dean will issue an appropriate consequence such as a detention, PM School, Saturday School, etc. Additionally, students with excessive absenteeism will be referred to the DuPage County Regional Office Truancy program ~Value in School Attendance (VISA).

INTERVENTION FOR UNEXCUSED NONATTENDANCE AND CUTS (BP 7:70)

Cutting class or unexcused absences are not tolerated. It is the student's responsibility to clear up any unexcused absences or cuts with the teacher.

Unexcused absences or cuts in all classes:

1st unexcused absence/cut per semester	Teacher contact with student and parent. Referral to Dean; Loss of class credit for day.
2nd unexcused absence/cut per semester	Teacher contact with student and parent. Referral to Dean; Loss of class credit for day.
3rd unexcused absence/cut per semester	Teacher contact with student and parent. Referral to Dean; The student's counselor will contact the parent and student to offer assistance.

INTERVENTIONS FOR EXCUSED NONATTENDANCE

Students and their parents may be contacted by the school at the following accumulated absence intervals when the absences occur early in the semester:

6 Absences	Teacher contact with student and parent.
9 Absences	Teacher contact with student and parent.
12 Absences	Teacher contact with student and parent. Referral to Dean.

The following options may be considered:

a. An attendance contract
b. Required doctors note
c. Parent meetings
d. Other appropriate interventions

A student who has accumulated three unexcused absences or twelve excused absences may be dropped from class. If an absence is unaccounted for, the student must go to their House Office to clear the absence. These absence limits apply per semester. All absences, excused, and unexcused including vacations will be accumulated and used in reporting total student absences. Sanctioned school absences such as field trips, participation in athletic and club events, and student conferences with counselors and other faculty, medically documented absences per district policy; religious observance absences; suspensions and other administrative absences will not be accumulated.

SCHOOL WIDE TARDY POLICY

Tardiness causes a disruption to the educational process and is not tolerated. Teachers are responsible to make their tardy policies and consequences known to their students. If a student is tardy to class, they owe the teacher an explanation. If the student does not have a valid pass from a staff member, the tardy will be considered unexcused. **Any unexcused tardy to a class will be considered as such and the teacher may choose to write a referral to the Dean's office.**

Students who are chronically tardy, whether to first period or to other classes, may have their parking stickers revoked and may be subject to social suspensions- (unable to attend school activities, dances, sporting events.

DOCTOR AND DENTAL APPOINTMENTS (BP 7:100)

Indian Prairie School District discourages absences for doctor and dental appointments during the school day and encourages parents to make such appointments after school and/or on weekends. The school Administrators will gladly provide a letter for your doctor confirming our policy. **Any absences due to doctor or dental appointments, must be confirmed by a note from the doctor or dentist.** These absences will be used in reported total student absences.

MAKE-UP WORK (BP 7:70)

When a student is absent from school for excused absences or suspension, they are allowed to make up the work that has been missed. The number of days they are out will determine the number of days they have to complete the work upon their return. For example, if a student has an excused absence for 2 days, they will have 2 days upon their return to complete the work. This is the student's responsibility. Classroom assignments can be found in Google Classroom.

If a student is absent because of a class cut or full day unexcused absence/truancy, make-up work may not be allowed. Loss of credit on these assignments will have a negative effect on a student's ability to pass the course.

PERMISSION TO LEAVE CAMPUS (BP 7:90)

There are rare occasions when students must leave school during the school day. When such a time arises, students must secure a pass and sign out from the House or Nurse if the early dismissal is due to illness. In order to get this pass, a parent must be contacted. Passes are not issued for lunch, shopping, and other such reasons. Students may not under any circumstance, drive or provide their own transportation to the Technology Center of DuPage Campus.

Senior Off-Campus Lunch- Seniors are allowed to leave the building during their lunch hour. They will need to provide a signed permission slip from their parent/guardian to the House.

P.E. EXCUSES (BP 7:260)

If a student needs to be excused from P.E., the excused absence needs to come from the nurse's office. In conjunction with the parents, the nurse may excuse the student for no more than three days. If the student will be out for more than three days, a "physician" order with the diagnoses, length of absence including dates and specific restrictions must be given to the school. This information may be faxed to the nurse with parent permission. The nurse may need to clarify physician orders.

VACATIONS
The school discourages parents from taking students on vacations during the school year. These absences count toward chronic absenteeism. Absences during final exam periods are to be avoided and may result in an incomplete grade. If unusual circumstances necessitate absence from school for four or more days, a "Planned Absence" form is required. Students must get signatures from all assigned teachers and have approval prior to missing school. This form is available in your House. Completed forms are to be returned to the house secretary. Such absences count toward the maximum allowable non-attendance days in a course and towards the (9) allowable days of excused absence before a student is placed on doctor's note status. If a student chooses to participate in a sport or activity, they may not be able to stay on the team or in the activity if a vacation is taken during the season. **See the appropriate coach or sponsor.**

DISCIPLINE POLICY

Each student is responsible for becoming familiar with the District's disciplinary policies and rules, and any claim of lack of knowledge of such policies and rules will not affect any disciplinary proceedings that are initiated against a student.

This school believes in the development of self-discipline of each student. Parents/guardians, teachers and school officials are all partners in helping students acquire that self-discipline. At school, teachers are the first resource in fostering an orderly school atmosphere.

When a student is involved in a disciplinary matter, the student will be given individual attention in a positive, corrective manner. Disciplinary action may range from a warning/behavioral intervention to detention to suspension from school. Expulsion from school is the most serious option used in maintaining student discipline.

Parents/guardians are informed of significant disciplinary action involving their student as well as the procedure for due process appeals in suspensions. Questioning or interviewing of students conducted by school officials does not require parental contact or consent, even if such questioning occurs in the presence or vicinity of the school resource office or the information obtained by school officials is later shared with a School Resource Officer (SRO).

All school rules apply during travel to and from school and at school-sponsored activities, including the parking lots used by students for school attendance, anytime in the building, or at any school-sponsored activity in or away from school at any time.

RANGE OF DISCIPLINARY CONSEQUENCES (BP 7:190)

1. **Notify parent(s)/guardian(s)**
2. **Warnings/Behavioral Interventions** are issued by Teachers and Deans.
3. **Loss of Option privileges** are issued by Deans.
4. **Detentions** are issued by Deans and are tracked and accumulated per semester. Teachers may also issue their own detentions.
5. **P.M. School** and **Saturday School Detentions** are issued by Deans for Acts of Disobedience and Misconduct. It is the student's responsibility to bring appropriate work to the detention. For emergency Saturday School absences, parents/guardians should contact a Dean. A parent/guardian contact will be made, and a Dean's Referral will be sent home.
6. **Social Suspension/Probations** – Students may be placed on Social Suspension/Probation for certain violations of the Code of Conduct, Acts of Disobedience or Acts of Misconduct. Social Suspension/Probation includes the loss of the privilege to attend after school, extra-curricular

events including but not limited to athletic events, music and drama performances and all school dances.

7. **Service Options** – Students may receive community service with local public and nonprofit agencies that are approved by the Deans.
8. **In-School Interventions** – Students may be assigned to the In-School Intervention for up to 4 periods for certain violations including Acts of Disobedience or Acts of Misconduct.
9. **Restorative Practices**- Students may be given the opportunity to engage in activities designed to resolve conflict, repair harm, and strengthen relationships.
10. **In-School Suspensions** are issued by Deans and Assistant Principals and are subject to due process procedures.
11. **Out of School Suspensions** are issued by Deans and Assistant Principals and are subject to due process procedures.
12. **Removal from class with no credit** – If a student is removed from class more than one time for disruptive behavior, they may be withdrawn from the class for the remainder of the semester with no credit pending administrative review.
13. **Expulsion** from school up to the maximum allowable semesters established by state law is recommended by the Administration and acted upon by the Board of Education. This is the most serious consequence and is subject to due process procedures.
14. **Referral** to the School Resource Officers (SRO).
15. **Referral** to an external provider.

DUE PROCESS PROCEDURES (BP 7:200, 7:210)

Due process refers to a series of ordered steps that are taken for every student when investigating a possible policy infraction. Due process ensures that the student is informed of the charges and is given the right to respond.

Teachers handle the majority of classroom management and student discipline before involving a Dean. A Dean will address any student suspected of violating school rules or accused of an alleged infraction of school rules. Any staff member may bring a student alleged to have violated the school discipline policy to the attention of a Dean.

A Dean will make a judgment after collecting available evidence and conducting an investigation. There are times when the Deans will work with the School Resource Officer (SRO) to investigate an alleged infraction. If a Dean determines that appropriate administrative action involves disciplinary sanctions against the student, they will inform the student.

SUSPENSIONS (See BP 7:200 or the District Parent-Student Handbook for complete details**)**

In disciplinary cases in which a student is removed from a classroom for a day or longer, building administration will determine if the suspension will be an in-school suspension, out of school suspension, or a combination of the two. **Suspensions are determined on a case-by-case basis**.

When a student is assigned an in-school suspension, they will be removed from the classroom environment. Students are given the opportunity to complete classroom work and/or tests under the supervision of school personnel.

Building administration places a priority on keeping students in school. However, there are individual cases that may warrant a student receiving an out of school suspension in accordance with the procedures set in BP 7:200 Suspension Procedures. Students will be issued an out of school suspension if the student's continued presence in school would pose **a threat to school safety OR a disruption to other students' learning opportunities.**

In cases where a student receives an out of school suspension for 3 days or less, notification to parents/ guardians will detail the policy infraction and the rationale for the duration of the suspension.

In cases where a student receives an out of school suspension for 4 - 10 days, notification to parents/guardians will detail the policy infraction, the rationale for the duration of the suspension, and all behavioral and disciplinary interventions that have been attempted.

If a suspension occurs that is 5 - 10 days, notification to parents/guardians will occur. Any appropriate and available support services will be documented in this notification.

During out of school suspensions of 3 or more days, class work will be collected by the school counselor and may be picked up by the parent/guardian in the house office. The length of suspension is measured in school days when students are in attendance. If a student receives an out of school suspension, they are responsible for turning in all missed work. The number of days they are out will determine the number of days they have to complete the work on their return. For example, a student receiving an out of school suspension for 2 days will have 2 days upon their return to complete the work.

Upon returning from an out of school suspension, expulsion, or alternative placement all students will have a re-engagement meeting. The goal of the re-engagement meeting will be to help the student successfully transition back into the school environment.

A student whose presence poses a continued danger to persons or property or poses ongoing threats or disruption to the academic process, may be immediately removed from school. In such cases, the requirements of suspension proceedings will follow as soon as possible.

It is important to keep in mind that participation in athletics/activities is a privilege, not a right. The rights of due process do not extend to such a privilege. A separate compatible participation code covers conduct by students involved in athletics/activities both in and out of season. The decision in cases of alleged misconduct will include both the regular school discipline and the extracurricular discipline.

An out-of-school suspension from school is also a suspension from all athletic/activity practices and events.

REVIEW AND/OR APPEAL

Students and parents have the right to review and/or appeal disciplinary suspensions within seven days of the suspension. Appeals should be forwarded to the appropriate administrator. A request for an appeal shall not delay the implementation of the suspension. Disciplinary records will be removed from or revised in the student record, as necessary, to reflect the result of any review. If a student or parent/guardian wishes to appeal a Dean's decision, he or she may appeal to the principal or his designee according to due process procedures. A parent may attend such an appeal with the student. Appeal hearings are held at school or at the Crouse Education Center. Reviews must be in the following order:

First Level: Principal or designee

Second Level: Superintendent or designee or School Board appointed hearing officer, at the discretion of the Administration.

EXPULSION (<u>See BP 7:200 or the District Parent-Student Handbook for complete details</u>**)**

In accordance with Board Policy 7:210, students who bring a weapon on school grounds or commit other acts of gross misconduct may be expelled from school and all school activities for a definite time period not to exceed two calendar years. A student who has been expelled may also be restricted from being on school grounds and at school activities.

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

ACTS OF DISOBEDIENCE (BP 7:190)
Acts of disobedience are failures to comply with school regulations.

DISCIPLINE TIER LEVELS

Tier	Range of Actions
Level 1	● Classroom Management ● Written Warnings ● Detentions
Level 2	● Detentions ● P.M. School ● Saturday School ● In School Interventions (ISI) ● In School Suspensions (ISS)
Level 3	● ISS ● Out of School Suspension (OSS) ● *Possible Police Intervention
Level 4	● OSS ● Recommendation for Expulsion ● *Possible Police Intervention

***The Naperville and Aurora Police Department's intervention may include, but not be limited to the following: warning, station adjustment, community service, ticket, home visit, and arrest.**

EXAMPLES OF ACTS OF DISOBEDIENCE

Acts of Disobedience	Tier Levels
1. Being out of class without a proper hall pass; misuse of hall pass	Tier 1 - 2
2. Entering a non-option area or other unauthorized area; loitering; misuse of option time	Tier 1 - 2
3. Leaving the classroom/building/campus without permission from the time the student arrives until the end of the school day	Tier 1 - 3
4. Failure to present school ID card or other valid form of ID when requested	Tier 1
5. Violation of dress code	Tier 1
6. Public display of affection	Tier 1 - 2
7. Using profanity, vulgar, inappropriate or abusive language or any form of inappropriate expression including name calling and gestures	Tier 1 - 2
8. Gambling in any form, including, but not limited to, card, dice and coin games	Tier 1 - 2
9. Distributing literature/merchandise/items at a time or place not approved by the school administration	Tier 1 - 2
10. Traffic; Parking violation; Reckless driving	Tier 1 - 2
11. Failure to serve a teacher detention	Tier 2
12. Failure to serve an After School Detention	Tier 2
13. Failure to serve a PM School	Tier 2
14. Failure to serve a Saturday School	Tier 2

15. Failure to serve an In-School Intervention or an In-School Suspension	Tier 2
16. Soliciting funds, selling products without permission, bribes	Tier 2 - 3
17. Lying or trying to deceive school personnel	Tier 1 - 2
18. Throwing objects on school grounds or school buses (e.g., snowballs, rocks, or other objects)	Tier 1 - 3
19. Defacing, damaging, misusing, or tampering with the school's or another's property/ includes being an accomplice to (including computers, the network, or automated external defibrillators)	Tier 2 - 4
20. Insubordination – Failure to follow directions, non-compliance with the reasonable request of a staff member, disrespect toward a staff member	Tier 1 - 2
21. Truancy	Tier 1 - 2
22. Forging, altering official school documents, including passes	Tier 2 - 3
23. Possession of igniting devices	Tier 2 - 3
24. Use, possession, distribution of any tobacco or nicotine product; smoking device, liquid or accessory	Tier 2 - 3
25. Disrupting the educational process or climate	Tier 2 - 3
26. Safety violation (e.g., laser pen, air horn, pollutants, glass containers, etc.)	Tier 2 - 3
27. Unauthorized use of cameras, video, cell phones, or other electronic devices on campus without administrative and teacher permission	Tier 1 - 3

ACTS OF MISCONDUCT (BP 7:190)

Acts of misconduct encompass breaking the laws of society or engaging in activity that is harmful to persons or property or to the order of the school.

EXAMPLES OF ACTS OF MISCONDUCT

Acts of Misconduct	Tier Level
1. Voyeurism; Exhibitionism; Public indecency	Tier 2 - 4
2. Possession and/ or distribution or intent to distribute inappropriate media or merchandise, including, but not limited to, drugs, alcohol, weapons, pornography	Tier 2 - 3
3. Fighting; Direct or Indirect involvement in a fight	Tier 3 - 4
4. Failure to leave the area of a fight or altercation when directed to do so by a staff member	Tier 1 - 2
5. Possession of literature or images and/or use of slurs, derogatory or inappropriate comments that refer to race, ethnicity, religion, sexual orientation, or disability	Tier 1 - 3
6. Sexual Harassment	Tier 3 - 4
7. Breaking, entering, taking, or possessing the school's or another's property without permission; includes being an accomplice to and sale, intent to sell or deliver stolen property. Violators may be subject to pay restitution.	Tier 3 – 4
8. Possessing or using fireworks or other incendiaries (including smoke bombs)	Tier 3 - 4

9. Possessing an immobilizing chemical such as mace, pepper spray, pepper extract, etc.	Tier 3 - 4
10. Using an immobilizing chemical such as mace, pepper spray, etc.	Tier 4
11. Display, possession, or use of unauthorized club/gang/cult/drug/satanic symbols/ hate related media (including related disturbances of any kind); and depictions of violence, written or verbal, direct or indirect	Tier 3 - 4
12. Direct or indirect, written or verbal threats; Assault; unwanted physical contact; Battery; Reckless conduct to a non-staff member	Tier 3 - 4
13. Threats of Mass Harm or School Violence- Any direct or indirect, written, verbal, or electronic communication that threatens or implies an act of mass harm or school violence, including but not limited to shootings, bomb threats, or other forms of large-scale violence against students, staff, or school property. This includes statements made as jokes, social media posts, or any other medium, regardless of intent, that cause alarm or disruption to the school environment.	Tier 4
14. Possession or use of a weapon or other object which may reasonably be considered to be a weapon on or about the student's person or upon any District 204 premises or at any school-sponsored activity (including student parking for school attendance)	Tier 4
15. Instigating or initiating school emergency/lockdown procedures without cause including but not limited to activating a fire alarm	Tier 4
16. Arson; attempted arson	Tier 4

17. Possession, intent to possess, use, being under the influence of (but not limited to):
● Any intoxicating substance
● Any substance that causes impairment
● Alcohol
● Any drug
● Narcotic
● Controlled substance
● "Look alike drug"
● Prescription drug
● Over-the-counter drug not dispensed with a doctor's order
● Inhalant
● Associated literature/paraphernalia (including, but not limited to cigarette rolling papers, pipes, etc.)
  ○ If a student displays behavioral and physical symptoms, they may be deemed "under the influence" and disciplinary sanctions may be implemented.
  ○ A person shall be deemed in possession if it is reasonable for the person to have access to the illegal substance (e.g., in a car or locker).
	Tier 4

18. Sale, intent to sell, delivery or intent to deliver the following (but not limited to):	Tier 4

● Any intoxicating substance ● Any substance that causes impairment ● Alcohol ● Any drug ● Narcotic ● Controlled substance ● "Look alike drug" ● Presenting as a drug dealer ● Prescription drug ● Over-the-counter drug not dispensed with a doctor's order ● Inhalant	
19. Extortion, direct or indirect, written or verbal	Tier 4
20. Direct or indirect, written or verbal threats; Assault; Reckless conduct; Harassment; Intimidation to a staff member	Tier 4
21. Sexual activity	Tier 3 - 4
22. Sexual assault	Tier 4
23. Unwanted physical contact to a staff member (Battery)	Tier 4
24. Technology policy violations	Tier 1 - 2
25. Bullying/Cyberbullying/Harassment/Intimidation/Hazing (i.e. subjecting others to pranks or humiliating ordeals)	Tier 3 - 4
26. Direct or indirect, written or verbal threat to school safety	Tier 4
27. Mob Action (physical contact committed by two or more people)	Tier 4
28. Disorderly Conduct	Tier 2 - 3
29. Gross Insubordination- Blatant defiance toward school personnel, failure to identify yourself, profanity, blatant disrespect toward a staff member	Tier 2-3
30. Gross Misconduct – Pervasive behavior that substantially breaches the guidelines of school regulations	Tier 3-4

The above guidelines are used in most cases. Other behaviors deemed inappropriate and disruptive to the educational atmosphere of the school will be handled at the discretion of the Dean/Administrator.

Disciplinary action for students who commit infractions involving disobedience or misconduct includes anything from an official warning to a recommendation for expulsion from school in accordance with BP 7:210.

If a student is reasonably suspected of violating school rules and concealing prohibited items, or student safety may be in question, the student is subject to a search. Failure to comply with a search request can be seen as an admission of guilt. Discipline interventions, including suspension, may result from this refusal. Questioning or interviewing of students conducted by school officials DOES NOT require parental contact or consent, even if such questioning occurs in the presence or vicinity of our School Resource Officer or the information obtained by school officials is later shared with our School Resource Officer.

INTERVENTIONS/SOCIAL SUSPENSION/PROBATION

The Dean/Assistant Principal may use their discretion to assign an In-School Intervention, restorative practices, or Social Suspension/Probation, as a consequence for student behavior.

ALCOHOL AND DRUGS (BP 7:190)
The use of alcohol and drugs is illegal. If a student is under the influence of alcohol or drugs, they will be immediately evaluated and removed from the educational setting pending an investigation of the situation. The school reserves the right to inspect any beverage containers brought onto school grounds. Students suspected of using alcohol may be subjected to a breath test. The mere possession of alcohol or drugs (including the paraphernalia associated with drugs) on a student's person, in a locker, in a car, or at school events will result in suspension and referral to an available community enforcement prevention agency. The school assumes that a person bringing such substances to school has the intention of using or selling them. A conference with the Dean, counselor, parent(s)/guardian(s), and student, will be held to discuss the specific circumstances of the infraction. A recommendation for alternatives, such as further education and counseling, may be made. The responsibility for getting special counseling will rest with the student and their parent(s)/guardian(s). Prior to the student returning to school, a meeting will be required with parent(s)/guardian(s) in attendance to determine what follow-up measures have been pursued. Students using or possessing alcohol or drugs, including paraphernalia, will be referred to the police.

FIGHTING (BP 7:190)
Students, staff, Administrators, and the Police Department do not tolerate fighting at school. When it has been determined that a person has engaged in a fight, an investigation of the activity is conducted by the administration, and discipline is issued to all participants. Unfortunately, such events are generally not the result of one simple act of aggression on the part of one individual. Usually, the fight is a result of a complex web of circumstances and verbal exchanges, which has been transpiring for days and even weeks.

Advice to students: *If you are approached by another student who threatens you and wants to fight, tell the nearest staff member or go to a House to report it. These general guidelines also apply during travel to and from school and at school-sponsored activities.*

GANG ACTIVITY (BP 7:190)
Indian Prairie School District #204 does not allow behaviors that are associated with gang activity. Consequently, students engaged in any activities that are associated with gangs will be dealt with swiftly. These activities may include wearing, possessing, or displaying items that are considered to be gang identifiers in our school, graffiti, related disturbances, recruitment, harassment, slogans, possession of personal pagers, tagging, etc.

RACIAL INCIDENTS (BP 7:190)
(USE OF SLURS/DEROGATORY COMMENTS)
All students are valued members of our school community and should feel that the learning environment is safe and accepting. The school will not tolerate racial, ethnic or religious slurs, derogatory comments, innuendoes, or any other related action that is in violation of the District's policies regarding harassment and bullying, unless the restriction thereof would infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First amendment to the United States Constitution or under Section 3 or 4 of Article 1 of the Illinois Constitution, or would be otherwise unlawful. Any student who participates in such activity may face disciplinary action.

SAFETY AND SUPERVISION AFTER SCHOOL
In order for students to experience positive extracurricular activities, all after school activities require a supervisor per activity. Each day at 2:45pm all students who are not under the direct supervision of a staff member will be asked to leave the school property. If you are waiting for a ride, you will be asked to

wait in the lobby or outside. Once you leave the building after school, you may not return unless it is for a supervised activity.

SEARCH AND SEIZURE (BP 7:140)
For the safety and supervision of students in the absence of their parent(s) and guardian(s), to maintain discipline and order in schools, and to provide for the health, safety, and welfare of students and staff, school authorities are authorized to conduct searches of students and their personal belongings, as well as District property. If school authorities have reasonable suspicion that a student has violated or is violating the law or district's policy, school authorities may conduct a search to produce that evidence. School authorities may also inspect and search places such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the District, without notice to or consent of the student.

Furthermore, within reason, their belongings, and vehicles used to and from school may be searched as students are approaching and departing campus. Students who leave the building without permission may be subject to search upon returning to the building. Interviewing or questioning of students by school officials, including the School Resource Officer, DOES NOT require parental contact or consent.

SEXUAL HARASSMENT (See BP 7:20 for full details)
Sexual harassment of students by other students is prohibited. Sexual harassment is defined as follows: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, which has the purpose or effect of limiting any student in the enjoyment of any right, privilege, advantage, or opportunity in the educational environment.

If you feel you are being sexually harassed, you should see your Social Worker, Counselor, Dean, Assistant Principal, or any trusted adult employee. Reported incidents will be closely and discreetly investigated.

SMOKING/VAPING (BP 7:190)
For health and safety reasons, the school discourages students from any tobacco use. Illinois law also prohibits smoking by anyone on school grounds. Students are not allowed to smoke at school, in cars or buses, or at activities held on or off campus such as athletic events, plays, dances, and other social gatherings. The restrictions on smoking include use or possession of all tobacco products, including cigarettes (electronic or e-cigarettes), chewing tobacco, cigars, pipes, or hookah sticks on school property.

Smoking by students is also forbidden on field trips and at activities sponsored by other schools in which students participate officially. Current city ordinances and state law will be strictly enforced by school officials. A student may be referred to the School Resource Officer.

THREATS AND SAFE SCHOOLS (See BP 7:180 for full details)
Bullying/Cyberbullying/Harassment/Hazing/Intimidation
We take all threats, bullying, harassment, hazing, and intimidation seriously. We caution all students that these actions may result in serious disciplinary consequences including a police referral. If a student is reasonably suspected of violating school rules and/or concealing prohibited items, the student and their locker and personal belongings are subject to search.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status,

status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

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

Bullying includes cyberbullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following: 1. Placing the student or students in reasonable fear of harm to the student's or students' person or property; 2. Causing a substantially detrimental effect on the student's or students' physical or mental health; 3. Substantially interfering with the student's or students' academic performance; or 4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive. Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Students are encouraged to immediately report bullying. A report may be made directly to a dean, teacher, principal, or any trusted adult employee. Online reports are also accepted via IPSD #204 Report of Bullying. Anonymous reports are accepted through the TipLine at https://www.ipsd.org/Page/236; this shall not be construed to permit formal disciplinary action solely on the basis of an anonymous report.

This prohibition against bullying is not intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the United States Constitution or under Section 3 or 4 of Article 1 of the Illinois Constitution.

Hazing is defined as an abusive, often humiliating form of initiation into or affiliation with a group, including:

- Any willful action taken, or situation created which recklessly or intentionally endangers the mental or physical health of another.
- Any willful act by any person alone or acting with others in striking, beating, bruising, or maiming; or seriously offering, threatening, or attempting to strike, beat, bruise, or main, or to do or seriously offer, threaten, or attempt to do physical violence to another made for the purpose of committing any of the acts.

The term hazing is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization.

VANDALISM (BP 7:170)
One trait of a good citizen is pride. Each student should take pride in their school. When students believe and act positively in their work, they will have reason to take pride in their school, and they will be helping themselves. A school is judged by its students just as students are judged by their school.

It is important that students think and act responsibly within the community as well as on school grounds. Conduct that is detrimental to the students, teachers, or school property, including the computer network, will not be allowed. Students may be responsible for restitution payments.

WEAPONS (BP 7:190)
Possession or use of a weapon or other object that may reasonably be considered to be a weapon on or about the student's person or car or on the school premises or at any school-sponsored activity may result in a recommendation for expulsion in accordance with BP 7:120.

ACADEMICS

Please see the High School Course Catalog & Planning Guide for detailed information related to courses and graduation requirements at app.schoolinks.com or scan the QR Code.

CREDIT EARNED - All credit is awarded on a semester basis. Students may not sign up for only one semester of a full year course unless they are repeating due to failure.

COURSE LOAD - Full-time students have a maximum course load of seven credit-bearing courses per semester and a minimum course load of six credit-bearing courses per semester. Students may take no more than one online course per semester.

GRADING SCALE
Teachers will discuss grading procedures at the beginning of each course. The school-wide grading scale is as follows:

90-100	A	Demonstrates outstanding progress
80-89	B	Demonstrates above average progress
70-79	C	Demonstrates average progress
60-69	D	Demonstrates minimum acceptable progress
Below 60	F	Demonstrates unacceptable progress

Schedule Changes - Staffing decisions are based on students' course requests made during the course selection process. For that reason, students are urged to consider their selections carefully. No changes will be made to accommodate requests for specific teachers or periods.

OUTSIDE COURSEWORK- In addition to seven credits taken in District 204 each year, students may take outside coursework for graduation requirements and electives. Prior approval from the student's high school guidance department is required for all coursework in the following categories: correspondence, online, or summer courses. A maximum of 2.0 credits of outside coursework will be accepted during four years in high school. Grades earned in pre-approved courses taken outside of the district will be noted on the student's transcript and be included in the GPA. These courses will not be eligible for honors weighting, even if they are designated as honors or AP courses. **Please note: Indian Prairie Summer School coursework is not included in the 2.0 credit limit.**

Grade Transfer Policy- We accept the previous school's letter grades as the official grades; we will not convert the letter grades to our grading scale. If a student transfers in with numerical grades accompanied by scaled letter grades, we will use the previous school's scale. If there are no scaled letter grades, then we will use our grading scale. For students entering from a foreign country or other non-accredited schools, all grades will be noted as Credit (CR) or No Credit (NC) and comparable credit given for each course. No GPA will appear on the transcript until the student completes a semester of coursework in a District 204 high school. Home school and private school credit will be evaluated using the criteria established in Board Policy.

Withdrawal from a Course - All high schools encourage students to complete the courses they start; however, in the event a student wishes to withdraw from a course, the following guidelines will be used.

- Day 1–12 Students may withdraw from a course and replace it with an Option Period, Study Hall, or Access. No notation will appear on the transcript.
- Day 13 – Week 8 Students may withdraw from the course with parent permission. The transcript will reflect a W (withdraw, no grade). Students will receive an Option Period, Study Hall, or Access.
- Week 9 – End of Semester Students may withdraw from the course with parent permission. The transcript will reflect a WF (withdraw, failing grade). Students will receive an Option Period, Study Hall, or Access.

Course withdrawal requests will only be considered if the request will allow the student to meet the requirements in the "Course Load" section above.

ACADEMIC AWARDS

Students have an opportunity to work towards the following types of academic recognition during their high school career:

- Indian Prairie Scholars - The Indian Prairie Scholar program was created to recognize the academic achievements of high school seniors in District 204 who have earned a cumulative grade point average of 3.6 or higher over seven semesters.

- Latin Scholars - At graduation, students will be honored for academic success using the Latin Honor System which includes designations of Summa Cum Laude for a grade point average (GPA) of 4.5 and above, Magna Cum Laude for a GPA of 4.2-4.49, and Cum Laude for a GPA of 4.0-4.19.

- Departmental Awards - The departmental award is a recognition given to students who have excelled in a particular academic department. Selections are made by teachers and department chairs.

Students involved in violations of the academic dishonesty policy may be denied participation or recognition in programs or events related to academic achievement.

ACADEMIC DISHONESTY POLICY

Belief Statement- We believe that learning best occurs in an atmosphere of academic honesty in which students have developed a high sense of responsibility and exhibit a high standard of integrity. This is accomplished through the cooperative efforts of students, parents/guardians, and teachers. Although there is a priority to excel placed on students by the society in which we live, we will not tolerate nor condone academic dishonesty.

Students- It is expected that students will conduct themselves according to the district rules prohibiting cheating and will perform in a manner that reflects their knowledge and acceptance of these rules.

Parents/Guardians- As partners in the educational process, parents/guardians must support the ethical value of honesty and the enforcement of the school's policies on cheating so that an honest academic environment is maintained.

Teachers- Teachers are expected to perform their instructional responsibilities in such a manner as to minimize the potential for dishonesty and by being fair and consistent in the implementation of consequences for cheating.

Definition of Academic Dishonesty/Cheating

Cheating occurs when a student obtains, or assists others in obtaining, credit for work that is not their own whether it is accessed orally, in writing, graphically, or electronically. Examples of cheating/academic dishonesty include, but are not limited to, the following:

1. Copying from another student's test, helping another student during a test, or providing other students with information regarding a test
2. Submitting another person's and representing the work as one's own
3. Stealing copies of tests or test answer keys
4. Copying, or allowing another student to copy, a homework assignment, test, quiz, project, book report, or take-home test
5. Sharing individual work through social media, cloud services (such as Google Drive) or other similar electronic means
6. Plagiarizing or representing material taken from another source, including the Internet or computer files, and translation programs without appropriate documentation (Plagiarism is defined as 9 or more consecutive words taken from another source without documentation.)
7. Changing answers on a test, assignment, project, etc. after grading
8. Using generative AI technology outside the scope of the assignment per the instructor's explicit direction
9. Changing grades in a grade book or altering a computer grading program or accessing in some manner online grading services that result in the misrepresentation of grades or points assigned**
10. Using an electronic device in a manner not specified by the teacher (e.g., photographing tests, storing answers or equations, etc.)
11. Misrepresenting records for hands-on activities such as physical fitness testing

12. Using, sharing, swapping or distributing unapproved written materials including but not limited to "crib sheets" or "cheat sheets," or using, sharing, swapping or distributing unapproved materials in hard copy form or via online resources or electronic media.

    "Cooperative learning" is a recognized instructional practice. When this practice is acceptable to the teacher for a project or assignment, the teacher must clearly explain this expectation to the students. If not clearly delineated as approved, the copying of homework, papers, tests, quizzes, reports, etc. will be considered episodes of cheating.

    ***Possible legal, criminal, and disciplinary action may follow.*

Students who violate the Academic Dishonesty Policy may jeopardize their eligibility for letters of recommendation and school or district scholarships. They may also be denied participation or recognition in academic achievement programs and events, including but not limited to Academic Honors, Senior Departmental Honors, and serving as an Academic or Reflection speaker at Graduation.

Cheating or Assisting Others in Cheating on Homework or Quizzes, Assignments, Tests and Projects

1st Offense: 0% on the assignment/test/project and contact parent/guardian, counselor and department chair regarding the incident to communicate potential further consequences for a repeat offense.

2nd Offense in the same course within the same school year: 0% for the assignment/test/project, failure for the semester, withdrawal from the course and contacting parent/guardian, counselor and department chair regarding the incident.

Offenses across multiple courses within the same time frame: 0% on the assignment/test/project, contact parent/guardian, counselor and department chair regarding the incident, disciplinary consequence, and placement on an academic honesty contract.

Cheating on the final exam (or paper/project equivalent)
1st Offense: Failure (0%) on exam; immediate parent/guardian contact by teacher. If a student assists another student (i.e. sharing test content and/or answers, stealing tests and selling them, doing homework or writing papers for another student) that student will receive an F for the semester in the affected class.

Offenses across multiple final exams: Failure (0%)on exam; immediate parent/guardian contact regarding the incidents, disciplinary consequence, and placement on an academic honesty contract.

GENERAL INFORMATION

ANIMALS
Students are prohibited from bringing animals to school unless permission to do so has been granted by the Principal or their designee.

ASSEMBLIES
From time to time, special assemblies are scheduled for the student body. For most, but not all of these assemblies, we offer an alternative activity for students. There will be some assemblies that we feel will

benefit all students. Therefore, we ask parents/guardians not to call the school to have their students excused from assemblies. These will not be considered excused absences. We reserve the right to require written verification for absences for reasons on assembly days.

BUSES (BP 7:220)

Students are expected to follow all school rules on the bus. All students will be required to present a valid student ID when boarding the school bus. Safety is a major concern, and if a student endangers others with their behavior, the student may be subject to the normal range of disciplinary consequences and removed from the bus for up to 10 days, leading to a possible expulsion from the bus. Student behavior and the bus driver's management of that behavior are two key elements to safe and enjoyable bus rides. Students may only ride assigned buses. Permission must be obtained from a Dean to ride another bus pending confirmation of parent approval. The installation and utilization of video cameras on school buses are aimed at improving student behavior on the bus by recording the behavior of the students and the bus drivers' methods of student management. Buses will be equipped with a special box installed in the front in which a video camera can be stored and operated. Once a video is completed, appropriate District 204 staff may review the tape.

CELL PHONES AND ELECTRONIC DEVICES (BP 7:190)

The use and possession of electronic devices will be permitted in approved areas only throughout the school day. These devices may include, but not be limited to cell phones, smart phones, personal listening devices, personal digital assistants, ~~electronic paging devices~~, earbuds, portable gaming systems, electronic computing devices, etc.

- Use of these devices will be allowed only in <u>non-instructional areas</u> designated by the school Administrators.
- Use of electronic devices for <u>instructional purposes</u> will be permitted only in classrooms where the teacher has designated the use for educational purposes. The classroom teacher has the sole discretion to allow this in his or her instructional setting.
- In areas where there is a reasonable expectation of privacy, such as the rest rooms, locker rooms, nurse's office, etc. the use of electronic devices is prohibited at all times.
- The use of electronic devices during school assemblies and programs is also prohibited.

Use of any electronic device to engage in any of the following is strictly prohibited. Violations will result in the administration of the appropriate school consequences.

- Failure to comply with a teacher's directive for use in an instructional setting
- Academic dishonesty
- Planning inappropriate behavior that would impact the orderly process of the school day or the educational process
- Sending, receiving, or possessing sexually explicit or otherwise inappropriate pictures, images or statements (sexting)
- Taking and/or transmitting pictures, videos, or audio recording of another, without that person's consent
- Cellular phone calls
- Bullying, intimidating, threatening, or harassing others
- Identity theft
- Interfering with a school investigation
- Creating a disruption to the educational process

It will be the responsibility of the student to ensure that all rules and regulations related to the use of electronic devices, both in instructional and non-instructional settings, are adhered to completely. School and district policies, as well as classroom guidelines must be followed. Violators will be subject to

disciplinary action, which may include the confiscation of the device. The school is not responsible for lost or stolen devices.

Cell phones MAY NOT be used in bathrooms or locker rooms at any time before, during or after school. Cell phones that are seen and/or heard in unapproved areas or inappropriately in use in other areas may be confiscated, turned into the student's House and returned to the student at the end of the school day. Disciplinary consequences will be issued for subsequent offenses.

An opt-out policy is used for technology, including BYOT. Permissions have been verified by parents during registration. Students will be able to access internet resources at school and use personal technologies unless a parent/guardian chooses to opt-out through the registration process or by contacting the main office at the child's school.
Technology use policies and guidelines can be viewed on the district website under Tech Services -> Policies and Guidelines (http://tech.ipsd.org). As part of Google apps for Education, all secondary students are issued a district-assigned email account.

Thefts of electronic devices on school grounds should be reported to administration as soon as possible. Administration will work with the School Resource Officer to file a report and investigate. However, ultimately the school is not responsible for lost or stolen property, so students should take extreme care when having valuable items in their possession. Students are encouraged to log all electronic devices with the online Electronic Device Registry.

COUNSELING SERVICES
The Counseling Department provides counseling services and information for students and families in the areas of academic advising, post-secondary planning, and social-emotional learning.

DANCE AND SPORTING EVENT RE-ENTRY (BP 7:190)
For the safety and security of all students and guests, students may not leave and re-enter a dance or sporting event. Once a student enters an event, they are encouraged to stay until the completion of the event. If a student chooses to leave, they are not allowed to return to that event. This includes off campus events such as athletic contests and Prom.

DANCE GUEST PASSES
Students may elect to invite a guest to a dance who is not an IPSD high school student. Guests are only permitted to attend Homecoming, Spring Dance, and Prom. Any guest to a school dance who is not an IPSD high school student must COMPLETE A GUEST PASS FORM that is available online and in each House. High school guests must present a valid school picture ID and post-high school guests must present a valid picture ID upon entering the dance. No guests 21 or over are permitted to attend any IPSD high school dance. Dances are school-sponsored events. As such, lewd or sexual conduct will not be tolerated.

DRESS GUIDELINES (BP 7:160)
High School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student or staff.

Head coverings (e.g., hats, hoods, and sunglasses must be removed upon entering the building. (Religious head coverings are exempt.)

ELEVATOR USE
If a student needs to use the elevator due to injury or illness, they need to report to the nurse's office and appropriate passes will be issued for the duration of the recovery from injury or illness.

HEALTH INFORMATION: ILLNESS, INFECTIOUS DISEASES, AND MEDICAL CONDITIONS (BP 7:280)
The school district follows the guidelines developed by the county health department in regard to infectious diseases that are communicable to large numbers of students. Please check with the nurse regarding specific infections and the guidelines that need to be followed for diseases such as measles, chicken pox, meningitis, and mononucleosis. Pink eye, or conjunctivitis, is seen frequently in the school setting. If this is suspected while the student is in school, the student will be sent home and must be seen by a doctor. The student may return after they are cleared by their doctor to do so.
In general, if a student has a temperature of 100 degrees or greater, they should be kept at home.

For administration and dispensing of medication by IPSD 204 personnel or by the student, please see the MEDICATION (SELF-DISPENSING OR SELF-ADMINISTRATION) section below and contact the nurse for more details. The nurse should be informed about all medical issues.

HOME AND HOSPITAL INSTRUCTION (BP 6:150)
A student who is absent from school, or whose physician anticipates that the student will be absent from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Eligibility will be determined according to State law and the Illinois Board of Education rules.

INTEGRATED PEST MANAGEMENT
Public Acts 91-0099 and 91-0525 require Integrated Pest Management (IPM) for all Illinois public schools. IPM is a method for managing damage by pests with the least possible hazard to people, property and the environment. This method for managing pests includes the careful use of pesticides such as insecticides, herbicides, rodenticides and fungicides. Integrated Pest Management also requires that parents or guardians have prior notice of pesticide applications. In order to provide timely information to parents or guardians who would like to be notified about these pesticide applications, the School District develops a registry each year. Forms will be available at each school.

INTERNET ACCESS (BP 6:235)
Terms and Conditions of Internet Use

Acceptable Use – All use of the District's connection to the Internet must be in support of education and/or research, be consistent with the educational objectives, policies, rules, and regulations of the Board of Education, and be in compliance with and subject to district and building discipline codes.

Privileges – The use of the District's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated this Permission and may deny, revoke, or suspend access at any time; his or her decision is final. Violations of the code of conduct or professional requirements may result in the loss of privileges and employee or student discipline. Due Process will be given commensurate with the seriousness of the offense.

Unacceptable Use – The user is responsible for the user's actions and activities involving the network. Some examples of unacceptable uses are given below. The list is not intended to be exhaustive. The Administration may periodically revise the concepts of acceptable and unacceptable use. These revisions will become part of this document.

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
- Unauthorized access or downloading of software, electronic files, e-mail, or other data (commonly referred to as "hacking");
- Downloading copyrighted material for reasons other than legal personal or professional use;
- Using the network for private financial or commercial gain which adversely affects the district;
- Wastefully using district resources, such as file space;
- Gaining unauthorized access to resources or entities;
- Invading the privacy of individuals;
- Using another user's account or password;
- Posting material authored or created by another without their consent;
- Posing anonymous messages;
- Using the network for commercial or private advertising; accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
- Using the network while access privileges are suspended or revoked;
- Publishing or otherwise disseminating another person's identity, personal information, account, or password;
- Using the network for unauthorized product advertisement, political activity, promoting or encouraging the use of illegal or controlled substances;
- Forgery or alteration of e-mail; and
- Unauthorized use of the network to play computer games, enroll in list serves, or participate in chat rooms.
- **Network Etiquette** – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- Be polite. Do not become abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not reveal the personal addresses or telephone numbers of students or colleagues.
- Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- Do not use the network in any way that would disrupt its use by other users.
- Consider all communications and information accessible via the network to be private property.

No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification – The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising from any breach of this Authorization.

Security – Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or building principal. Do not show the problem to other students. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as many malicious attempts to harm or destroy the networks, software, hardware, and data of the District, another user, the Internet, or any other network. This prohibits degrading or disrupting equipment, software, or system performance. It also includes, but is not limited to, the uploading or creation of computer viruses. Users are responsible for any and all costs related to the repair or restoration of any damage done through vandalism The District will use the legal system to seek restitution.

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

District Purchase of Goods and Services – Any purchase or ordering of goods or services on behalf of the District must conform to the rules, regulations and procedures required by the District's business office.

LOCKERS (BP 7:140)

Lockers are available upon request. Since lockers are for the safety and convenience of students, it is important to keep your locker locked. (After the door is closed, spin the dial.) KEEP THE LOCK COMBINATION PRIVATE AND USE ONLY YOUR ASSIGNED LOCKER. STUDENTS ARE NOT PERMITTED TO MAKE UNAUTHORIZED MOVES INTO ANOTHER STUDENT'S LOCKER. All students should inspect their lockers at the beginning of the school year for any damage or cleaning that might be needed. Report any trouble with your locker to the appropriate House. Defacing lockers is not permitted. Students will be assessed a monetary fine, to be determined by school personnel, if lockers are found to be damaged or defaced in any way. Routine locker inspections may be conducted. Each student has the responsibility to clean out and remove locker contents at the end of the school year. **The locker and its contents are subject to search by school officials especially if there is reason to suspect that unauthorized materials** (e.g., drugs, alcohol, stolen property, etc.) are being housed in the locker. Since the school cannot assume liability for any lost or stolen property, students are cautioned to keep their possessions under lock at all times. Students are discouraged from bringing valuables and large sums of money to school.

Acceptable Practices:

A. Attachment of acceptable personal property to lockers, on the interior or exterior, shall be limited to taped items only.
B. Exterior – One day notices of celebration, such as birthdays or extracurricular activities
C. Interior – Magnetized mirrors, note pads, appropriate pictures affixed by scotch tape

Unacceptable Practices:

A. Use of glues as an adhesive
B. Pencil, pen, ink, marker, paint, nail polish, etc. markings on the interior or exterior
C. Attachment of gum to the locker
D. Adhesive backed stamps, posters, and stickers

Student athletes must remove locks and personal items from the athletic lockers at the conclusion of each athletic season. Failure to do so may result in the removal of the lock and belongings by school personnel.

Note: ALL STUDENT LOCKERS ARE THE PROPERTY OF INDIAN PRAIRIE SCHOOL DISTRICT 204 AND ARE ACCESSIBLE TO SCHOOL AUTHORITIES AT ANY TIME.

School authorities for any reason may conduct periodic general inspections of lockers at any time, without notice, without student consent, and without a search warrant.

LOST AND FOUND
Lost and found articles will be taken to the House Office. Inquire about items of value (i.e. gold or silver jewelry, wallets, purses, cash) in the Main Office.

LUNCH
Our food service operation is located in the Commons. Students may purchase a meal which includes a choice from a variety of entrees plus two or three sides. Sides include a choice of salads, fruit, vegetables, and juice or milk that round out the nutritious and popular menu.

The District offers an online prepayment system at www.pushcoin.com. Parents can register for a free account that allows them to manage their student's meal account by checking end of year balances, paying off any negative balances, preparing for the next school year, and seeing what your student has purchased in the lunchroom. Student meals are purchased using their student ID.

Online payments are required on your student's Pushcoin account. Payments will not be accepted at the school. You can make an electronic check payment for free or use a credit/debit card (with a fee) to add money to your student's account. Students may also bring their own lunch. A la carte items and beverages may be purchased.

LUNCH – FREE AND REDUCED LUNCH – USDA NATIONAL SCHOOL LUNCH PROGRAM
The District participates in the USDA National School Lunch Program to supply free/reduced breakfasts/lunches to students of families whose gross income qualifies them for such assistance. Parents may apply at any time during the school year **STARTING JULY 1**. The application must be printed from the district website or be requested from the school office and returned to the district office to be processed.

MEDICATION (SELF-DISPENSING OR SELF-ADMINISTRATION) BP (7:270)
Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take 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. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.
Students may possess and self-administer emergency rescue medications, which include those for allergies, diabetes, asthma, and seizures. It is required that the parent/guardian has completed and signed an *SMA Form*. There will be an Emergency Action Plan on file for each self-administering student.

See the "Administering Medicine to Students" section of District IPSD 204 Parent-Student Handbook for more details.

NO TRESPASS LETTERS
If a student is considered to be disruptive, his or her access to school activities and school property will be limited to the school day by being issued from the Dean or Administration Office a No Trespassing Letter. If students do not comply with the No Trespassing Letter they will be suspended for insubordination and may be subject to arrest.

OPTION PERIODS/ACCESS AREAS

During non-class periods students have a number of options they may exercise. Option areas include the following: cafeteria, academic resource, LMC computer labs, music practice rooms, Houses, main office. Food and drink must remain in the student cafeteria. As all District 204 schools are closed campuses, students may not leave the grounds during option times. At times the patio and courtyard may be open during option periods. Students may lose option privileges if they exhibit inappropriate behavior such as horseplay, roughhousing, running, swearing, yelling, and eating/drinking in option areas. First Offense: in House. Second Offense: 10-20 school days loss of option. Third Offense: 18-school week's loss of option. These students may be assigned to spend option time in a Dean's office or the cafeteria. Failure to attend loss of option will result in graduated disciplinary consequences issued by the Dean. The Dean has the authority to determine the appropriate consequence for loss of option.

PARKING

IPSD high schools are self-park facilities. Any vehicle that is parked at an IPSD high school is parked at the owner's risk. It is the sole responsibility of the owner to properly park and lock the vehicle. IPSD is not responsible, nor does it assume any liability, for damage caused by fire, theft, casualty or any other cause whatsoever with respect to any vehicle or its contents while parked at an IPSD high school.

School authorities, including the School Resource Officers (SRO), have the right to check, search and enter vehicles used to travel to and from school if there is reasonable suspicion of violation of school rules or parking regulations.

PARKING REGULATIONS

- Students will be issued a decal that must be displayed in the top left corner of the rear window. Exceptions to the placement of the decal must be approved through the Dean's office.
- The replacement fee for the decal is $10.00.
- The parking permit (decal) provides parking ONLY for the student it is issued to, parking permit decals are not transferable.
- Only one decal will be issued per student and must be adhered to the primary vehicle. Multiple decals may not be purchased, and parking permit decals are not transferable.
- If you arrive at school and cannot find parking in allotted areas, please park in the visitor's lot and report it immediately.
- If you drive a vehicle without a decal, you must report the vehicle information.
- Vehicles without a decal, parking illegally, or parked in an unauthorized area are subject to the following:
    - Warning Sticker
    - Warning Sticker and a Saturday School
    - Parking privileges revoked without refund of parking fee
    - Car towed at owner's expense
- Instances of non-compliance with parking rules, regulations and expectations subject to disciplinary action and/or suspension of parking privileges, include but are not limited to:
    - Inappropriate driving such as inappropriate lane use, reckless driving and speeding
    - Not yielding to a school bus(es) after school
    - Driving past a school bus with the STOP SIGN extended
    - Loitering in the parking lot before and after school
    - Excessive tardiness and truancies to school
    - Entering a vehicle unauthorized during the school day
    - Leaving the building unauthorized
    - Leaving campus unauthorized
    - Inappropriately using the perimeter drive behind school

    - Reckless conduct; driving on campus while under the influence
- Smoking is prohibited in vehicles used to travel to or from school.
- Students must appropriately observe "No Parking" areas. These are posted or marked and include fire lanes, staff lots, bus areas, visitor parking, frontier parking, and areas along islands outside of parking spaces. Vehicles parked in "No Parking" areas are subject to immediate towing at the owner's expense.
- Parking Permit Decals **ARE NOT TRANSFERABLE** – Students may not loan their cars or parking permits to other students.

PERMANENT RECORDS

Students' permanent records will be kept for sixty years after graduation. Temporary records will be destroyed five years after graduation. Students and parents/guardians may inspect, copy, and challenge the records that are in temporary and permanent files before they are sent to a new school or destroyed.

SCHOOL CLOSING

The State of Illinois has made available the option for school districts to hold remote learning days instead of canceling school when there is severe weather. Our district may use this option, if needed.

When winter weather occurs, the safety and well-being of our students is always a top priority. District 204 follows a plan whenever there is consideration of a school closing due to weather conditions.
We contact parents using the following methods:

- Information is posted first by @ipsd204 on X and at www.ipsd.org
- Connect-ED phone call to parents/guardians
- Local television and radio stations
- Emergency Closing Center's website

Parents can find out about their child's specific school by calling the Emergency Closing Center Hotline at 1-312-222-SNOW. Begin by dialing the Hotline number, and then enter the school's main phone number, beginning with the area code. Information for additional schools can be obtained by staying on the line and entering the area code and the main number of the school.

More information can be found at http://www.ipsd.org/Subpage.aspx/WinterWeather

SCHOOL RESOURCE OFFICER (SRO)

As an officer of the Police Department, School Resource Officers (SRO) work to establish a positive relationship between the police department and the school community. The goal of the School Resource Officer (SRO) is to assist in the maintenance of a safe and secure school environment and to allow for the educational process to occur in a natural and uninhibited manner. The SRO will be involved in law enforcement duties, educational programming, and counseling as situations dictate. In addition to being a member of the Police Department, the SRO is part of the IPSD and School community. The SRO will collaborate with and advise school personnel, act on referrals from school personnel and issue consequences ranging from counseling to arrest. Questioning or interviewing of students conducted by school officials does not require parental contact or consent, even if such questioning occurs in the presence of the School Resource Officer or the information obtained by school officials is shared with a School Resource Officer. The SRO is not allowed to question any student without the presence of a dean or school administrator.

SEARCHES

Failure to comply with a search request by the Dean may result in disciplinary consequences.

SECURITY CAMERAS
Security in the form of video surveillance and playback equipment is used on campus. These security tools will be used responsibly for the protection of all students, parents/guardians, staff, and community members. Security cameras are viewed only by school personnel and their contents remain property of the school.

CHILD SEXUAL ABUSE (BP 4:165)
State legislation was enacted that requires the inclusion of an evidence-informed age-appropriate curriculum for students in Pre-Kindergarten through 12th grade regarding sexual abuse. Parents/guardians of students in any of grades K through 8 will be provided written notice at least five days before commencing any class or course providing instruction in recognizing and avoiding sexual abuse, as well as the opportunity to object in writing. A copy of the Board Policy 4:165: Awareness and Prevention of Child Sexual Abuse and Grooming Behavior policy is available on the district website.

According to RAINN.org, child sexual abuse is a form of child abuse that includes sexual activity with a minor. A child cannot consent to any form of sexual activity, period. When a perpetrator engages with a child this way, they are committing a crime that can have lasting effects on the victim for years. Some forms of child sexual abuse include but are not limited to:

- Exhibitionism, or exposing oneself to a minor
- Fondling
- Intercourse
- Masturbation in the presence of a minor or forcing the minor to masturbate
- Obscene conversations, phone calls, text messages, or digital interaction
- Producing, owning, or sharing pornographic images or movies of children
- Sex of any kind with a minor, including vaginal, oral, or anal
- Sex trafficking
- Any other contact of a sexual nature that involves a minor.

Grooming is committed when a 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 under 17 years of age, 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.

Children often show us rather than tell us that something is upsetting them. There may be many reasons for changes in their behavior, but if we notice a combination of worrying signs, it may be time to call for help or advice.

The following warning signs of possible sexual abuse have been taken from https://www.erinslaw.org

Warning Signs of an Abused Child

- Nightmares
- Trouble sleeping
- Bed wetting
- Change in appetite

- Fear of certain people, places, activities
- Mood swings: Rage, Anger, Fear, anxiety, insecure or withdrawn
- Depression
- Aggression
- Feeling shameful or guilty
- Isolating oneself
- Withdrawal from someone
- Resisting removing clothes when appropriate times (bedtime, bath time)
- Change in academics
- Running away from home
- Suicidal thoughts
- Acting out sexually
- Exhibits adult sexual behaviors, knowledge, and language.

Signs more common in Adolescents

- Eating Disorders
- Self-Injury
- Drug and Alcohol Abuse
- Promiscuous activity
- Running away
- Suicidal
- Depression and Anxiety
- Fear
- Academic problems

<u>Signs of an adult who may be sexually abusing your child</u>

- Giving a child special attention
- Trying to spend a lot of time alone with a child
- Buying child expensive gifts or giving them money
- Treating a child as a "favorite" from other children
- Physical affection towards a child: Kissing, hugging, holding hands, or wanting to be very close to a child.

Any one sign doesn't mean that a child was or is being sexually abused, but the presence of several suggests that you should begin to ask questions and consider seeking help. Keep in mind that some of these signs can emerge at other times of stress such as:

- During a divorce
- Death of a family member or pet
- Problems at school or with friends
- Other anxiety-inducing or traumatic events

If a child discloses abuse

- Listen to the child
- Let them know they did the right thing by telling
- Tell them this is not their fault
- Say you believe them

- Let child know they are safe now and won't be hurt again
- Report abuse immediately to the police

If you suspect that a child is a victim of sexual abuse, please report it immediately. A sexual assault of a child is a criminal act. Contact the Department of Children and Family Services at 800-252-2873 and your local police department.

Call 911 for police and/or paramedic assistance if the situation is an emergency. An emergency is a situation where a child faces an immediate risk of assault that could result in death or serious harm.

Resources

You can call the National Sexual Assault hotline at 1-800-656-4673 to speak to someone. You can also talk to someone online at https://www.rainn.org.
Rape Abuse Incest National Network Hotline at 1-800-656-HOPE (4663)
Childhelp National Child Abuse Hotline at 1-800-4-A-CHILD (800-422-4453)
Erin's Law website: https://www.erinslaw.org/

SOCIAL SUSPENSION
Students may be placed on Social suspension for certain violations of the Code of Conduct, Acts of Disobedience or Acts of Misconduct. Social suspension includes the loss of the privilege to attend after school, extra-curricular events including but not limited to athletic events, music and drama performances and all school dances.

STUDENT DIRECTORY INFORMATION
"Directory information" may be released to the general public, unless a parent requests otherwise. The District has designated the following information as directory information: student's name, address, grade level, birth date and place; parents'/guardians' names, addresses, email addresses, and telephone numbers; academic awards, degrees and honors; information relating to school-sponsored activities, organizations and athletics; major field of study; and period of attendance in the school and District. The District also has designated as directory information: Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs.

Please note that high school yearbooks are posted on the high school's website five (5) years after the yearbook is issued. Any parent who wishes to request that any or all such information not be released should complete a Directory Information Response Form within the first two weeks of each school year.

The Directory Information Response Form may be obtained from the office of the Assistant Superintendent for Student Services. No photograph highlighting individual faces will be used for commercial purposes (including solicitation, advertising, promotion or fundraising) without prior, specific, dated and written consent of parent/guardian, or student, as applicable. The following shall not be designated as directory information: an image on a school security video recording, student social security number, or student identification or unique student identifier.

A parent/guardian may ask the District not to release directory information by submitting a written request to the student's school, addressed to the principal within the first two (2) weeks of the school term.

STUDENT IDENTIFICATION CARDS

Students must carry a valid (current school year) ID card with them at all times. Alternative IDs are acceptable when applicable. Specifically, students are required to show an ID card to exit the Commons/ Cafeteria during Lunch/Option hour. Students may be required to show a valid student ID card to a teacher, administrator or other school personnel in the hallway, before or after school or on other occasions such as when boarding a school bus, checking out a library book, to participate in school elections, and/or to use computers at school. In addition, students must show a valid student ID card when attending school sponsored events, such as athletic contests, Homecoming events, music, theater and drama events and ALL school dances. Students without valid ID cards will not be admitted to such events. On certain occasions when attempting to identify multiple students in a timely manner, a school official may ask a student to show or temporarily surrender their ID card. When asked to do so, students must comply with a request regarding ID cards or be subject to possible disciplinary actions.

Initially, students will be issued an ID card on the first day of school. If students need to replace a lost ID, the replacement fee is $5.00; however, the replacement cost of the activity sticker will be decided by the administration. To secure a replacement ID card, students may go to their House.

STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION (BP 7:15)

The following statement appears in all student handbooks and is distributed at the beginning of each school year. In the event no handbook is available, the building principal will ensure that all parents receive or have access to, at the beginning of the school year and/or at enrollment time, a copy of the following statement either in hardcopy or via online:

Notice – Student Privacy/Parental Access to Information

This Policy addresses student privacy and parents' rights to information relating to instructional materials, surveys, physical examinations/ screenings, and collection of personal information for marketing purposes.

A Summary of the Policy is Set Forth Below:

Instruction material:

Upon request, a parent may inspect any instructional material (BP 7:15) used as part of the educational curriculum for his or her child.

Surveys Created by a Third Party:

Upon request, a parent may inspect a student survey created by a third party before the survey is administered or distributed by a school official or staff member.

Surveys Requesting Certain Personal Information:

Upon request, a parent may inspect any student survey requesting information about: (1) political affiliations or beliefs; (2) mental or psychological problems; (3) sex behavior 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; (7) religious practices, affiliations or beliefs; (8) income (other than as required by law to determine eligibility for a program and/or for financial assistance).

The District will obtain prior written consent from parents before students are required to submit to any such survey funded in whole or in part by U.S. Department of Education funds. For any such survey not funded in whole or in part by U.S. Department of Education funds, parents will receive prior notice of the survey and an opportunity to opt their children out of participating.

Physical Exams or Screenings:
Parents will receive prior notice of any non-emergency, invasive physical examination or screening that is – (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student or other students. In addition, parents may elect not to allow their children to participate in such a physical examination or screening.

Collection of Personal Information for Marketing Purposes:
In connection with any instrument used to collect personal information for the purpose of marketing or selling the information (or otherwise providing the information to others for that purpose): (1) parents will receive prior notification of the administration or distribution of any such instrument; (2) upon request, a parent may inspect any such instrument prior to its administration or distribution; and (3) a parent may elect not to allow his or her child to participate in the completion of or response to any such instrument.

Opt-Out/Inspection Request Procedures:
Parents who wish to opt their children out of participation in one or more of the activities identified herein must submit a signed and dated written opt-out notice to the Building Principal at least two (2) school days prior to the activity date. The notice must identify the activity and state that the parent elects not to allow his or her child to participate in the activity.

Parents who wish to inspect surveys, instructional materials and/or instruments used to collect personal information for marketing purposes must submit a written inspection request to the District office, directed to the Superintendent. The request must identify the specific item to be inspected and must be submitted prior to any deadline set forth in the notice of inspection rights.

Additional Notice to Parents:
The District also will notify parents/guardians of the approximate dates on which the following activities (if any) are scheduled or are expected to be scheduled: (1) surveys requesting personal information; (2) collection of personal information for marketing purposes; and (3) physical examinations or screenings.

STUDENT RECORDS (BP 7:340)
School student records are confidential and information from them shall not be released other than as provided by law. The Superintendent shall fully implement the policy and will designate an official records custodian for each school. Concerns related to student records may be addressed with the building principal.

Right to Inspect Student Records
Pursuant to Federal and State laws, a parent has the right to review his or her child's education records. Records may be inspected by contacting the Principal of the school for an appointment.

<u>Types of Student Records</u>
The "permanent record" includes:

- Basic identifying information, including the student's name and address, birth date and place, and gender, and the names and addresses of the student's parents/guardians;
- Academic transcript, including grades, graduation date, grade level achieved, and scores on college entrance examinations;
- Attendance record;
- Accident reports and health record;

- Record of release of permanent record information; and
- Scores received on all State assessment tests administered at the high-school level (grades 9-12).

The "permanent record" may also include:

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

The "temporary record" consists of all information not required to be in the student's permanent record and may include:

- Record of release of temporary record information;
- Scores received on all State assessment tests administered at the elementary grade levels;
- Disciplinary information;
- Family background information;
- Intelligence test scores, group and individual;
- Aptitude test scores;
- Reports of psychological evaluations and academic information obtained through test administration, observation, or interviews;
- Elementary –and secondary- level achievement test results;
- Participation in extracurricular activities;
- Honors and awards received;
- Teacher anecdotal records;
- Special education files;
- Any reports or information from non-education persons, agencies or organizations; and
- Other verified information of clear relevance to the education of the student.

Rights of Parents:

1. To inspect and copy permanent and temporary records, except where an order of protection prohibits disclosure.
2. To control access and release of student records and request a copy of information released.
3. To challenge contents in a student's record, except for academic grades, pursuant to the challenge procedures set forth below.
4. To be notified of persons, agencies or organizations having access to student records without parent consent. (See the following section.)
5. To copy student record information prior to destruction, and to be notified of the school's schedule for reviewing and destroying such information.
6. To be informed of the categories designated as directory information and to prohibit the release of such information.
7. To challenge, prior to transfer to another District, any information in a student's records, except for academic grades and references to expulsions or out-of-school suspensions.

Persons, Agencies or Organizations Having Access to Student Records Without Parent Consent:

- Access to student records without parental consent is afforded to school or School District officials with a legitimate educational or administrative interest regarding the student. A school or School District official is a person employed by the School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; or a person or company with whom the School District has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, or data analysis/reporting firm).
- The District may also release student records without parental consent in accordance with the exceptions set forth in Section 6 of the Illinois School Student Records Act.

Procedures for Challenge:
Parents may challenge or seek amendment of student records believed to be inaccurate, irrelevant, misleading, or otherwise in violation of the student's privacy rights.

1. Parents wishing to initiate a challenge must provide the Assistant Superintendent for Student Services with a written description of the specific entry or entries to be challenged and the basis of the challenge.
2. The Assistant Superintendent will review the challenge and the appropriate records, conduct an informal conference with the parents, and issue a decision.
3. If the Assistant Superintendent denies the challenge, the parents will have the right to request a hearing before an impartial hearing officer.
4. If a hearing is requested, the hearing officer will schedule a hearing, with notice to the parents of the time and place. The parents will have the opportunity to present evidence at the hearing, and a record will be made of the hearing.
5. The hearing officer will issue a written decision, which will be transmitted to the parents. If the challenge is denied, the parents will be advised of any further appeal rights.

Additional Information
Permanent records are maintained for at least 60 years after the student has transferred, graduated or otherwise permanently withdrawn. Temporary records are maintained for at least 5 years after the student has transferred, graduated or otherwise permanently withdrawn.

The school may charge the actual cost (not to exceed $.35 per page) of copying student records at the request of a parent or student. However, no parent or student will be denied requested copies due to inability to pay for the copies.

Pursuant to the Family Educational Rights and Privacy Act ("FERPA"), a parent may file a written complaint with the U.S. Department of Education when they believe that a violation of FERPA has occurred.

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 the Illinois School Student Records Act.

SKATEBOARDS/SCOOTERS/HOVERBOARDS
Students must take skateboards, scooters or other similar transportation devices directly to their locker for storage for the entire school day. Skateboards, scooters or other similar items are not allowed during the school day or at athletic events, dances or other school functions for safety reasons. **Hoverboards are strictly prohibited and cannot be used or stored anywhere on school grounds.**

TECHNOLOGY (BP 6:235)
Indian Prairie School District 204 with the support of our community has provided tremendous support for students to use technology. All students are asked to sign an Acceptable Use Policy defining acceptable use of the Internet and technology in general. The essence of the policy is that the students will use the technology to enhance their education based on our curriculum. Infractions of the policy will be categorized as disobedience and will involve consequences.

Individuals are prohibited from recording school-related video conferences and/or audio conferences (including but not limited to instruction, small group activities, and other educational services). Pursuant to applicable confidentiality and privacy laws, the School District does not authorize or consent to any such recording. Parents/guardians, students, and all others must not record remote learning educational activities, instruction, and/or services. Violations of this requirement will result in consequences, which may include removal of the student's access to remote learning activities and/or discipline for student misconduct.

1:1 District Issued Digital Device

Indian Prairie School District #204 will provide students a Google Chromebook for use at school and at home to support learning. Our expectation and belief are that students will responsibly use district technology and that they understand the appropriate and acceptable use of technology and district networks. We also expect that students will keep their district-issued devices safe, secure and in good working order. Additional responsibilities and guidelines are accessible online at
http://ipsdweb.ipsd.org/uploads/1to1/StudentParentAgreement1to1HSEnglish.pdf
http://ipsdweb.ipsd.org/uploads/1to1/Handbook1to1HSEnglish.pdf

TELEPHONE ACCESS AND USE DURING THE SCHOOL DAY

If a situation arises in which phone use is needed, students may report to the Main Office or their respective House to make a call. Parents/guardians needing to contact their student for emergency purposes should call the House. Parents/guardians are discouraged from contacting students via cell phones during the school day. Cell phone use by students may result in consequences as outlined in the discipline policy.

TESTING AND TEST PREPARATION

SAT – Dates and registration is available online at www.collegeboard.com

ACT – Dates and registration is available online at www.actstudent.org

VISITORS DURING THE SCHOOL DAY (8:30)

All visitors, including parents/guardians must check in at the reception desk by presenting a photo I.D. and reporting vehicle's model and license plate number upon entering the building. Unless specifically permitted by State law, visitors are prohibited from possessing a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device, on school property or at a school event. The federal Gun-Free School Zones Act (18 U.S.C. §922(q)(2)) provides generally that it is unlawful for any individual knowingly to possess a firearm in a school zone.

Student visitors from other schools often interfere with the educational process. For that reason, we will not approve student visitors during the school day.

SCHOOL VISITATION RIGHTS ACT

Pursuant to the School Visitation Rights Act, parent/guardians are notified that an employer must grant an employee leave of up to 8 hours during any school year, no more than 4 hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during nonwork hours; however, no leave may be taken unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave.

Before arranging attendance at the conference or activity, the employee must provide the employer with a written request for leave at least 7 days in advance of the time the employee is required to utilize the visitation right. In emergency situations, no more than 24 hours' notice shall be required. The employee must consult with the employer to schedule the leave so as not to disrupt unduly the operations of the employer. Letters verifying parents'/guardians' participation in school conferences or other activities are available from the school office upon request.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Student Record- A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

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

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

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

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

Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought.

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

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

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

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

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district,[1] any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

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

6. The right to prohibit the release of directory information.

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[1]

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

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

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.[2]

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the building principal.

8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

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

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

U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington DC 20202-8520

RELEASE OF STUDENT DIRECTORY INFORMATION OPT-OUT FORM

To access the form online, go to https://www.ipsd.org/Page/2827

Indian Prairie School District 204
Release of Student Directory Information Opt-Out Form

The request to withhold directory information will be in effect as of the first day of the student's enrollment and will be in effect through the remainder of the school year. Opt-out preferences may be updated by submitting a new form and will take effect as of the 1st day of the upcoming semester.

Completed forms should be submitted directly to the school office.

Student Information

Last Name: _____ First Name: _____

ID Number: _____ School: _____ Grade Level: _____

Parent/Guardian Information

Last Name: _____ First Name: _____

Indian Prairie School District has designated the following information as directory information:

- Student's name, address, email address;
- Parents'/guardians' names, addresses, email addresses and telephone numbers;
- Grade level;
- Academic awards, degrees and honors;
- Information relating to school-sponsored activities, organizations and athletics;
- Major field of study; and
- Period of attendance in the school and District.
- Photographs, videos, or digital images used for informational or news-related purposes (by a school or District) of a student participating in school or school- sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs.

If you agree to allow Indian Prairie School District to release the above directory information, you do not need to do anything.

By signing and returning this form to Indian Prairie School District, I formally state that I do not grant permission to the District or my child's school to release directory information for my student as follows (fill in the bubble(s) of directory information that should not be released/included:

(A) Do not include in the school directory
(B) Do not release to US Military (Army, Navy, Air Force, Marines, Coast Guard, etc.)
(C) Do not release to colleges and other educational institutions
(D) Do not release to scholarship providers
(E) Do not include in School-sponsored, including release to PTA, publications (video, athletic rosters, website, etc)
(F) Do not include photo in Yearbook
(G) Do not include my student's face or name in a District 204 print communication
(H) Do not include in District-sponsored electronic communications (IPSD YouTube, social media, etc)
(I) Do not include my student's work, face or name, on District 204 web pages

While the District limits access to buildings by outside media, it has no control over the news media or other entities that may publish a picture of a named or unnamed student.

_____ | _____
Student Signature (If student is 18 or over) *Date*

_____ | _____
Parent/Guardian Signature (If student is under 18) *Date*

STUDENT ACTIVITIES, CLUBS AND ATHLETICS

An extensive interscholastic, intramural and student activity program is available for our students. Becoming a part of these programs provides students with an opportunity to promote their talent, cultivate friendships and gain confidence. Students are encouraged to participate in a variety of clubs, organizations or athletic teams. Please visit our website for further details.

Metea Valley High School:
https://www.ipsd.org/domain/208

Neuqua Valley High School:
https://nvactivities.weebly.com/

Waubonsie Valley High School:
https://sites.google.com/ipsd.org/wvhsclub-and-activities/home

ATHLETIC AND ACTIVITY CODE OF CONDUCT

ACTIVITIES ARE A PRIVILEGE
The activities/athletics included in this Code place the student participants in the role of representatives of the high school and their fellow students. Participation is a privilege extended to these students, which permits them to benefit from a well-organized program of special interest for which the school provides coaches, sponsors, equipment, and facilities. No student has the right to participate in any of these activities or any other extracurricular/co-curricular activities.

With the privilege of participation comes the additional responsibility of each participant to learn, understand, and follow the rules established by the District, the high school and the coaches/sponsors of the particular activity.

Because these activities are voluntary and because those participating represent their school, we expect the behavior of those who try out and participate to be of the highest order. This is particularly true of academic requirements, honesty, school citizenship, and sportsmanship. The dignity of the school is reflected in its activity program. Since it is a privilege to participate and represent the school, it is logical that the school has the authority to revoke or restrict the privilege for those who do not conduct themselves in a responsible manner. This sense of responsibility extends to the activity as well as to conduct inside and outside the school.

When the doors of participation and competition are opened to those who have questionable habits or who are not good citizens, the activity program can fail. The privilege of representing the school should be left in the hands of those who have earned it.

ACADEMIC ELIGIBILITY
In order to be eligible to participate in any co-curricular activities, students must be in good academic standing as prescribed by the Board of Education in compliance with state law. Coaches and sponsors will review eligibility standards at the beginning of each season and as new members join the activity.

PARTICIPATION RULES

Once a student begins participation in any program of athletics/activities at the high school, this Code will be in effect for the remainder of the student's high school attendance in District 204, including summer months. The high school will attempt to make all participants aware of this Code and other rules established by coaches/sponsors. Information may be furnished at enrollment, initial participation in an activity and periodically in connection with other activities. However, the responsibility of learning, understanding and following this Code and other applicable rules lies with the student participant. Written acknowledgement of this Code and other applicable rules lies with the student participant. Written acknowledgement of this Code by each participant will be sought but will not be a prerequisite to enforcement of this Code or other rules.

HIGH SCHOOL PARTICIPATION

In order to be eligible for participation in any school-sponsored or school-supported athletic or extracurricular activity, each student in grade 9, 10, 11, 12 must maintain a passing grade in no less than (5) courses, as determined on a weekly basis. Any student who fails to meet the aforesaid requirement will be suspended from further participation in all school-sponsored and school-supported athletic and extracurricular activities for seven (7) calendar days.

In addition, any student who fails to maintain a passing grade in no less than five (5) courses for a given semester will be prohibited from participating in any school-sponsored or school-supported athletic and extracurricular activities for the following semester.

Participation in school-sponsored or school-supported athletic activities requires a current physical on file, registration for the particular sport, and payment of the athletic fee through Pushcoin.

Participation in school-sponsored or school-supported athletic or extracurricular activities may also be subject to additional eligibility requirements imposed by the Illinois High School Association (IHSA) or other governing bodies.

School-sponsored and school-supported athletic and extracurricular activities include, but are not limited to:

- All activities sanctioned by the IHSA.
- Drill team
- All events of a competitive nature between two or more schools.

The list of included activities will be periodically reviewed and updated by the administration. Activities which are linked to a student's grade will not be considered a school-sponsored or school-supported athletic or extracurricular activities.

Performances (i.e. drama, Orchesis, co-curricular music, etc.), which are not linked to a student's grade, will be considered on a semester basis only.

PROCEDURE

A student accused of a violation will be informed of the charge and given the opportunity to explain or respond.

a) For violations which <u>occur at school, or at school-sponsored events</u> a school administrator/Dean will be informed and will follow the normal school conduct code. With regards to the extra-curricular penalty, the administrator/Dean will inform the Athletic/Activities Director, head coach/sponsor, and parents.

b) For reported violations which occur outside of school or in the summer, the Athletic/Activities Director will investigate and inform the head coach/sponsor, student, and parents. The Athletic/Activities Director will meet with the student and render a decision regarding Athletic/Activities participation.

APPEAL

Since athletic/activity participation is a privilege, it is not protected by due process procedures applicable to regular public education. A participant may appeal the declaration of the ineligibility to the building principal. Such an appeal must be submitted within 48 hours of the declaration. A parent must attend the appeal. **The penalty remains in force during the appeal.** The decision of the principal is final.

ACTIVITY PENALTIES

During out-of-school suspensions, no practices or contests are allowed. In addition, the student may not be in practice or a contest if that conflicts with an assigned school penalty (e.g. P.M. detention, Saturday School).

CRIMINAL ACTION

When the school has substantiated knowledge of a criminal offense or that a student has been charged with a criminal offense, the student will immediately be temporarily suspended from participation in all extracurricular activities. The high school administration and Athletic/Activities Director(s) will consider the duration of the suspension and reinstatement of the student to a program based upon a review of the information.

SUBSTANCE USE OR POSSESSION

Schools have a significant interest in discouraging the use of prohibited substances to provide a safe and healthy environment conducive to learning. It is considered a violation of the Athletic and Activity Code if a student is in the presence, possesses, uses, distributes, or sells illegal drugs, look-a-like drugs, paraphernalia, controlled substances, or alcoholic beverages, and if a student attends a party or gathering where alcohol or drugs are present and or being consumed. The following procedure will be used if a student who tries out or participates in athletics or activities is involved in an alcohol or drug-related situation.

Voluntary Admission/1st Offense: A student may admit that they violated the code provisions regarding drugs and alcohol only one time in their high school career. The voluntary admission to the coach/sponsor/athletic or activities director must occur within the first 24 hours following the rule violation. The student may be required to attend an education program and/or the athletic/activities director may suspend the student from one or more contests/events. Failure to follow the recommendation may result in further suspension.

Voluntary admission is not applicable if authorities respond to a gathering where alcohol or drugs are present and report to school officials, if a ticket is issued for attendance at, consumption/possession or names appear in the newspapers.

1st Offense: The student will be suspended **40% of athletic/activity schedules competition**. If the student completes an assessment program from a professional agency the suspension may be reduced to **20% of scheduled contests** following the completion of the recommendations of the educational program/assessment, with documentation provided of completion of the program.

During this suspension the student may practice but will not participate in contests/ events. If the student does not complete the suspension or does not complete the assessment, the penalty will continue

into the student's next activity. It is the responsibility of the student to provide the recommended program before reinstatement of privilege.

The student who does not obtain an assessment or participate in an approved program will be suspended for **40% of the season**. During this suspension, the student will not practice or compete/participate.

2nd Offense: The student will be suspended for one calendar year from participating in all school activities. It is the responsibility of the student to provide the athletic/activity director(s) with prompt evidence of the required assessment/evaluation and recommended program prior to reinstatement of athletic/activity privileges.

3rd Offense: The student will not participate or attend any school activity or event for the rest of their high school years (i.e. sport events, dances, and prom) until submitting substantial evidence of rehabilitation to the athletic activities director(s) to seek reinstatement of activity privileges.

STEROIDS AND PERFORMANCE ENHANCING SUPPLEMENTS (ISHA Performance-Enhancing Drug Testing Policy)

In accordance with the work of its Sports Medicine Advisory committee and Public Act 096-0132, the Illinois High School Association shall implement a performance-enhancing substance testing program for student-athletes at IHSA member schools. The Illinois Department of Public Health shall provide oversight to the association and the testing program as needed. The value of high school interscholastic programs is found in the over-all physical, emotional, and intellectual development of student athletes. In that pursuit, anabolic steroids and performance-enhancing dietary substances offer no positive contribution. Rather, their use jeopardizes not only the health of student-athletes, but also impedes their over-all development. And since this use runs counter to the purpose and value of interscholastic programs, coaches, Administrators, school officials or employees, or booster club/support group members have an obligation and responsibility to provide only healthy, safe, and approved substances to student-athletes.

For a complete list of resources, interested individuals can access the IHSA Sports Medicine Advisory Committee on Special topics page at
www.ihsa.org/Resources/SportsMedicine/SportsMedicineAdvisoryCommittee.aspx

August 2009, Illinois Governor Pat Quinn signed into law public Act 096-0132, which expanded the association in drug testing efforts. The measure allows for not only an increase in the number of administered tests, but also **allows for testing through the school year and not just during selected state series competitions**.

No student-athlete may participate in IHSA competitions unless the student and the student's parent/guardian consent to random testing.

TOBACCO

It is a violation of this code to use or be in possession of tobacco or smokeless tobacco products.

1st Offense: The student will be suspended from **10% athletic/activity contests/ events**.

2nd Offense: The student will be suspended for **20% of scheduled contests**, which could result in the consequence being served over two seasons. The student will participate in all practices and attend contests during the time they are serving the consequence. It is the responsibility of the student to

provide the athletic activity director(s) with evidence of completion of the required education program, before reinstatement of privilege.

3rd Offense: The student will be suspended for one calendar year from participating in all student athletic/activities. It is the responsibility of the student to provide the athletic/activity director(s) with evidence of completion of the required education program.

4th Offense: The student will not participate in any school activity or events for the rest of their high school years (i.e. sport events, dances, and prom) until submitting substantial evidence of rehabilitation to the athletic/activities director(s) to seek reinstatement of athletic/activity privileges.

HAZING/CYBERBULLYING/HARASSMENT/BULLYING

Hazing/harassment/bullying/cyberbullying in any athletic/activity program or outside the program is unacceptable. Students involved in hazing/harassment/bullying/cyberbullying may be suspended from athletic/activity contests/events or removed from the team. **If a student is unsure of a behavior or practice, a building administrator can clarify.**

HEALTH AND SAFETY

1. All athletes MUST have on file a current physical exam certificate that will not expire within the season in order to practice or participate.
2. All athletes must show evidence of being covered by a health insurance plan. Students must show proof of insurance at registration by submitting insurance company name and policy number.
3. If the Athletic/Activity Director has reasonable cause to believe a student's health condition may pose a risk to the student or others in the activity, the director may require a more current certification of fitness to participate from a physician.

CONCUSSION MANAGEMENT GUIDELINES (BP 7:305)

House Bill 200, which recognizes the dangers associated with head injury and concussion, became effective on July 1, 2011. The legislation also requires IHSA member schools to adopt a policy regarding student-athlete concussions and head injuries that is in compliance with the protocols, policies, and by-laws of the IHSA.

Information of the school's concussion and head injury policy must be a part of any agreement contract, code, or other written instrument that a school requires a student athlete and his or her parents or guardian to sign before participating in practice or interscholastic competition.

A student athlete who is suspected of sustaining a concussion or head injury in a practice or game shall be removed from participation or competition at that time.

A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury cannot return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.

If not cleared to return to that contest, a student athlete cannot return to play or practice until the student athlete has provided their school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

With regards to student athlete concussions and head injuries, the District complies with the protocols, policies, and by-laws of the Illinois High School Association. Specifically, the District will follow the "IHSA

Protocol for Implementation of NFHS Sports Playing Rule for Concussions", and/or any update thereof, and the District will implement the IHSA "Return to Play Policy", and/or any update thereof.

Information of the District's concussion and head injury policy will be included in any agreement, contract, code, or other written instrument that the District requires a student athlete and their parents/guardians to sign before participating in practice or interscholastic competition. In connection therewith, the District may use IHSA's "Concussion Information sheet." This can be found at https://www.ihsa.org/documents/sportsMedicine/current/Sports%20Medicine%20Consent%20and%20Acknowledgement.pdf

SCHOOL ATTENDANCE, MEDICAL EXCUSES and VACATIONS

1. Daily school attendance, no less than five (5) academic classes, is required for a student to participate in daily practice, contests or events. Exceptions can only be made by the activity/ athletic director(s). It will not be the practice for participants to purposely miss part of a school day. Documentation of medical appointments, college visit, court appearance, must be provided to the coach, athletic/ activity director(s) prior to participation in practice, or contest/event.
2. Athletes who are medically excused from regular physical education classes may not participate in school activities, practices, or games without a doctor's release or a release from the school nurse. However, participation in athletics for such students may be limited by the school based on the safety judgment of the Athletic Director after consultation with the coach.
3. Participation in regular season practices is important for the safety and health of students. Absence from such practices for vacation will be considered by the coach in restricting participation. However, absences due to illness will be considered in a different light and will be subject to individual review by the athletic/activity director with advice from the head coach in perspective of heat is best for the student participant and school.
4. Vacation absences during an activity or team season can result in restricted participation or release from the team/activity. See the individual coach/sponsor at the start of the sport/activity for details about absences.

FUNDRAISING (BP 7:325)

In conjunction with the current fundraiser, we would like to inform you of the major points of that policy.

- Participation in or donation to any fundraising activity is always an option.
- Each fundraising activity may establish a suggested donation as an alternative to participation.
- Under no circumstances will any student be compelled to participate or donate or penalized for not participating or donating.
- Door-to-door solicitation is not required by any fundraising activity and is discouraged.

If you have any questions or concerns about a fundraising activity, please contact the sponsor, athletic director or the building Administrators. Thank you for your continued support.

SPORTSMANSHIP MISSION STATEMENT

Good sportsmanship is the attitude and behavior that exemplifies positive support for the interscholastic programs of the IHSA member schools, as well as for the individuals who participate in such programs. People involved in all facets of the interscholastic program are expected to demonstrate respect for others and display good sportsmanship.

SPORTSMANSHIP IS EVERYBODY'S RESPONSIBILITY

Sportsmanship starts on the court or athletic field and extends into the bleachers and beyond. In today's increasingly competitive environment, the thrill of victory and the agony of defeat seem to be more intensified than ever before. It is important to raise the public awareness of sportsmanship and

interscholastic activities. It is everyone's responsibility to practice good sportsmanship. Recognizing the efforts by students, coaches, administrators, spirit groups, and fans is a valuable part of the interscholastic experience.

ADMINISTRATIVE DISCRETION

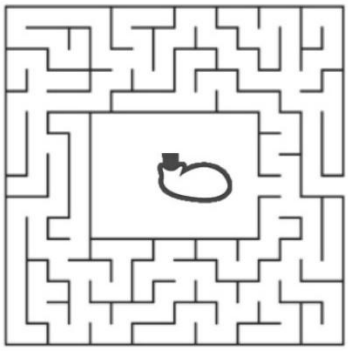
Because participation in athletics/activities is a privilege, this Code is merely a guide for responding to certain identified actions or conduct. Not every situation involving conduct inconsistent with a student participant's status as a representative of the high school is or can be covered. The high school reserves the right, but not the obligation, to alter, revise, adjust, or increase sanctions and discipline on a case-by-case basis, as the interests of the school require.

POWER OF CHOICE

BRAIN BREAKS

A person who never made a mistake never tried anything new.
- Albert Einstein

HELP BRAIN WAVES FIND THEIR SHOE



Find the Wild Animals

Pencil Best

MONKEY	EAGLE	RACCOON	DEER
PANDA	KOALA	LION	RAT
SHARK	ALLIGATOR	ELEPHANT	BADGER
ZEBRA	OWL	SQUIRREL	LIZARD
GORILLA	TIGER	SNAKE	HIPPOPOTAMUS
WALRUS	BEAR	KANGAROO	HEDGEHOG
LEOPARD	WHALE	ELK	OTTER
WOLF	COYOTE	FOX	REINDEER
ANTELOPE	CHIMPANZEE	BAT	GIRAFFE

X	E	T	N	H	P	A	U	V	F	I	L	W	U	H	A	Z	M	B	G	M	O	C	N	Y
M	L	Y	J	A	I	B	U	R	Z	T	Y	S	C	Q	X	D	K	A	L	M	B	G	O	U
G	K	P	B	G	L	P	U	A	S	B	R	Q	X	H	S	G	Q	N	N	N	I	I	N	S
O	Q	E	O	G	K	L	P	T	M	H	F	N	A	X	L	P	Z	T	G	U	J	X	Z	G
D	G	O	T	O	Y	O	I	O	B	N	A	C	O	V	D	M	W	E	U	N	M	I	D	V
H	O	R	T	F	B	V	A	G	P	I	A	R	H	P	W	W	O	L	H	E	X	B	O	O
N	V	P	E	H	E	H	R	L	A	O	A	A	K	I	B	I	S	O	F	C	A	D	G	S
C	W	A	R	T	P	R	T	V	A	T	T	L	F	O	M	U	Z	P	P	D	R	D	M	C
R	Y	S	K	Y	Q	A	K	X	P	R	O	A	W	C	W	P	E	E	L	W	Y	W	K	W
M	V	T	B	Z	R	V	N	P	W	T	U	R	M	V	P	L	A	X	V	Z	O	K	S	C
I	H	E	R	D	M	P	O	D	X	B	C	X	L	U	N	Y	E	N	B	R	Z	H	C	A
B	N	Y	N	A	X	B	A	T	A	U	Y	M	H	C	S	N	L	V	Z	D	E	S	O	L
J	X	O	U	T	I	D	S	T	G	Z	L	G	X	G	V	D	M	T	Z	E	B	I	I	N
G	H	U	K	M	O	B	I	L	Q	Y	P	B	T	E	G	T	Y	N	W	Z	E	A	N	A
J	E	R	Z	R	V	I	Q	F	I	V	X	K	L	L	W	E	Q	C	V	T	Q	J	D	D
Y	D	L	H	A	Z	C	Y	Q	U	O	W	M	I	E	T	O	E	Z	E	L	V	L	K	G
E	G	I	H	Q	E	K	B	F	Y	P	N	K	G	P	Z	I	L	U	U	L	N	E	T	P
S	E	S	Y	Z	B	R	P	F	N	Y	C	N	O	H	R	F	G	F	T	G	O	O	F	X
P	H	T	B	A	R	X	Y	P	R	U	S	X	V	A	Y	M	O	E	B	I	D	P	O	H
U	O	O	B	R	A	S	P	Z	K	K	G	B	F	N	T	A	R	Z	R	R	B	A	X	L
D	G	F	U	I	B	E	B	B	K	D	Q	W	M	T	P	H	I	A	S	A	U	R	W	E
H	H	W	T	M	T	E	X	L	J	S	F	I	D	M	I	Q	L	V	G	F	Z	D	K	U
F	X	O	C	V	R	G	W	A	N	F	R	E	I	J	I	N	L	G	N	F	U	V	F	W
X	C	R	C	T	F	A	L	H	M	W	H	A	L	E	Q	K	A	I	H	E	V	Q	D	G
F	U	D	J	K	H	N	C	U	E	P	R	K	A	N	G	A	R	O	O	M	B	G	X	N
Z	W	S	Q	U	Q	K	E	C	H	G	L	D	E	E	R	O	N	T	K	O	E	C	G	U
L	G	H	W	F	V	Y	R	A	O	O	Q	E	I	E	P	U	R	H	L	N	G	K	E	J
Y	S	E	S	U	R	W	O	O	P	O	R	O	R	R	Z	H	K	J	P	K	B	T	A	W
T	G	R	W	K	T	G	N	P	U	J	N	E	H	R	M	D	L	X	B	E	S	G	K	M
R	H	E	I	E	P	I	S	L	F	S	C	D	K	L	I	Z	A	R	D	Y	D	F	V	S

L L X B B N R Q
E V V I X
A W A L R U S
W J
S J F X M

Make healthy choices! Illinois Youth Survey data shows that the majority of our classmates are not drinking.

YOUTH ADVISORY COMMITTEE

THE POWER OF CHOICE