Receipt of this handbook is verified by an electronic signature upon the student's registration.

COMMUNITY HIGH SCHOOL DISTRICT 117
STUDENT HANDBOOK POSSESSION RECEIPT
2026-2027

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities, and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgment and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies, and procedures.

_____ _____

Student Signature Date

Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities, and expectations.

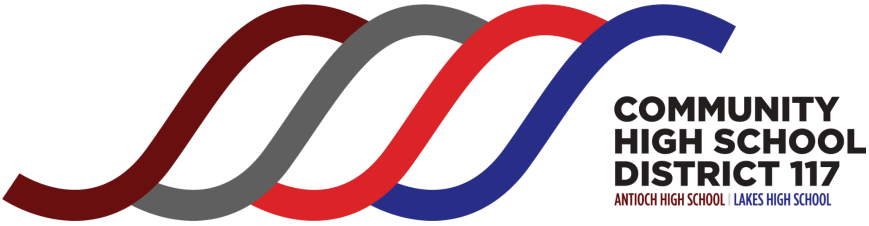
I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgment will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies, and procedures.

_____ _____

Parent/Guardian Signature Date

STUDENT HANDBOOK 2026-2027



This handbook belongs to:

Antioch Community High School 1133 Main Street Antioch, IL 60002 Main Phone-(847)-395-1421 Fax Number-(847)-295-2435 https://www.chsd117.org/o/antioch-high-school	Lakes Community High School 1600 Eagle Way Lake Villa, IL 60046 Main Phone-(847)-838-7100 Fax Number-(847)-838-3670 http://www.chsd117.org/index.php/lakes

IMPORTANT NOTICE

THE STUDENT-PARENT HANDBOOK IS INTENDED AS A SUMMARY OF BOARD POLICIES GOVERNING THE DISTRICT. BOARD POLICIES ARE AVAILABLE TO THE PUBLIC AT THE DISTRICT OFFICE AND ARE ALSO AVAILABLE ON THE DISTRICT WEBSITE.

SCHOOL RULES PUBLISHED IN THIS HANDBOOK ARE SUBJECT TO SUCH CHANGES AS MAY BE NEEDED TO ENSURE CONTINUED COMPLIANCE WITH FEDERAL, STATE, OR LOCAL REGULATIONS AND ARE SUBJECT TO SUCH REVIEW AND ALTERATION AS BECOMES NECESSARY FOR THE ROUTINE OPERATION OF DISTRICT 117.

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2026-2027 School Calendar

August	12	Freshman Orientation – Freshman Only	Half Day AM
	13 & 14	**Teacher Institute Day**	**No School**
	17	Freshman First Day – Freshmen Only	Half Day AM
	18	First Full Day of School – All Students	8:00 am
	24	Late Start	9:20 am
	31	Late Start	9:20 am
September	7	**Labor Day**	**No School**
	14	Late Start	9:20 am
	21	**Non-Attendance Day**	**No School**
	28	Late Start	9:20 am
October	5	Late Start	9:20 am
	9	**Parent/Teacher Conferences**	**No School**
	12	**Indigenous Peoples' Day / Columbus Day**	**No School**
	19	Late Start	9:20 am
	26	Late Start	9:20 am
November	2	Late Start	9:20 am
	3	**Board Holiday (Election)**	**No School**
	9	Late Start	9:20 am
	16	Late Start	9:20 am
	23	Late Start	9:20 am
	25, 26, 27	**Thanksgiving Break**	**No School**
	30	Late Start	9:20 am
December	7	Late Start	9:20 am
	14	Late Start	9:20 am
	21	**Winter Break Begins**	**No School**
January	4	**Teacher Institute**	**No School**
	5	Second Semester Begins	**8:00am start**
	11	Late Start	9:20 am
	18	**Martin Luther King Jr. Day**	**No School**
	25	Late Start	9:20 am
February	1	Late Start	9:20 am
	8	Late Start	9:20 am
	12	**Teacher Institute**	**No School**
	15	**President's Day**	**No School**
	22	Late Start	9:20 am
March	1	**Casimir Pulaski Day**	**No School**
	8	Late Start	9:20 am
	15	Late Start	9:20 am
	22	**Spring Break Begins**	**No School**
	29	Classes Resume/Late Start	9:20 am
April	5	Late Start	9:20 am
	12	Late Start	9:20 am
	19	Late Start	9:20 am
	26	Late Start	9:20 am
May	3	Late Start	9:20 am
	10	Late Start	9:20 am
	17	Late Start	9:20 am
	24	**Memorial Day**	**No School**
	25, 26, 27	Semester 2 Final Exams	(Tentative)

Administration Phone Directory

Antioch Community High School

Please Note: If you need immediate attention during regular business hours, please dial **847-395-1421 and press "0"**

ACHS ADMINISTRATION	
Principal – Dr. Mike Berrie	847-838-7179
Assistant Principal for Curriculum & Instruction – Dr. Jaclyn Orlov	847-395-9183
Assistant Principal for Student Services – Mr. Scott Leverentz	847-838-7767
Dean of Students – Ms. Jessica Machak	847-838-7624
Dean of Students – Mr. Kurt Sooley	847-838-7307
Athletic Director – Mr. Michael Maloney	847-838-7630
ACHS STUDENT SERVICES	
Student Services Office	847-838-7762
Special Education Coordinator – Ms. Randee Kallison	847-395-9401
IEP Specialist - Dr. Kara Bolton	847-395-9194
504 Specialist – Ms. Christina Jorgensen	847-838-7783

Lakes Community High School

Please Note: If you need immediate attention during regular business hours, please dial **847-838-7100 and press "0"**

LCHS ADMINISTRATION	
Principal – Mrs. Jori Bowen	847-838-7260
Assistant Principal for Curriculum & Instruction – Mrs. Sophia Liarakos	847-395-9339
Assistant Principal for Student Services – Mr. Kyle Naughton	847-395-9449
Dean of Students – Mr. Curt Onstad	847-838-7623
Dean of Students – Ms. Molly Palmer	847-395-9879
Athletic Director – Mr. Kurt Rowells	847-838-7276
LCHS STUDENT SERVICES	
Student Services Office	847-838-7138
Special Education Coordinator – Mr. Justin Somerville	847-395-9882
IEP Specialist - Ms. Tamara Olvera	847-395-9873
504 Specialist – Ms. Jill Carasso	847-395-9483

Community High School District 117

DISTRICT 117 SUPERINTENDENT'S OFFICE	
Superintendent – Dr. Jeffrey Feucht	847-838-7679
Asst. Superintendent of Business Services – Ms. Aryan Haren	847-838-7268
Director of Student Services – Ms. Jacqueline Selfridge	847-838-7296
Asst. Superintendent of Curriculum & Instruction – Dr. Alan Wahlert	847-838-7108
Director of Human Resources – Mr. Chris Malec	847-395-9884
Director of Technology – Mr. Ryan Miles	847-395-9399
Facilities Manager – Mr. Ken Mlicsek	847-838-7174

D117 Portrait of a Graduate and Cum Laude programs



COMMUNICATES

- Articulates ideas effectively using clear and concise oral and written communication
- Initiates and sustains meaningful conversation acting with empathy and respect in a variety of settings
- Consistently works toward developing an understanding of audience and self

IS EMOTIONALLY INTELLIGENT

- Practices responsible decision-making and considers impact on others
- Builds and sustains strong, healthy relationships with peers and adults
- Employs a growth mindset that includes self-regulation, motivation, and resiliency

THINKS CRITICALLY

- Leverages curiosity to identify and solve problems while taking intellectual risks
- Examines and challenges assumptions in making decisions based on a thorough understanding of authentic evidence
- Consistently improves the quality of one's own thinking by skillfully analyzing, assessing, and reconstructing

COLLABORATES

- Inspires and motivates others through the sharing of ideas toward a common purpose
- Takes responsibility for self and team through shared, focused leadership
- Actively listens to discover mutual understanding by providing and receiving feedback

IS COURAGEOUS

- Creates, monitors and reflects upon ambitious goals
- Advocates for self and others in a socially responsible and empathetic manner

EMBRACES DIVERSITY

- Finds opportunities to embrace and affirm one's authentic self
- Actively works to develop empathy for others
- Identifies own biases and reflects to reduce impact on others

COMMUNITY HIGH SCHOOL DISTRICT 117

PORTRAIT OF A GRADUATE

Cum Laude Program

Seniors need to complete the requirements in all six categories to qualify for the Cum Laude program. They are: **Scholarship**- Earn at least 26 credits, **Character** - No suspensions, **Community Volunteerism** - Complete 10 hours of community service each school year or 40 hours by the end of senior year, **Responsibility** - Maintain at least a 95% cumulative attendance record, **Excellence** - Complete three capstone credits as identified by the district, **Pride** - Participate in one extracurricular activity each school year or four by the end of senior year.



Attendance

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall ensure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall ensure that the child attends school during the entire time school is in session. Community High School District #117 values the importance of education and believes students need to be in class to develop academically and socially properly. To that end, we will do everything we can to ensure students have opportunities to grow every day by stressing consistent attendance. Our policy reflects these values.
Regular and punctual attendance is a prerequisite for establishing an atmosphere that promotes excellence in education. Illinois School Code, Section 26-1 states, "Whoever has custody or control of any child...shall cause such child to attend some public school...the entire time that it is in session." The Law requires regular attendance for all students enrolled in public school regardless of age.

Parents/guardians are expected to inform the school of any absences/tardiness and the reasons for such absences/tardiness by 9:00 a.m. either by calling the school's Attendance Line or by reporting attendance online through the IC parent portal.

LCHS Attendance Line: (847) 838-7100, press 1 for attendance
ACHS Attendance Line: (847) 395-1421, press 1 for attendance

Students are responsible for making arrangements for make-up work with their individual teachers. School staff will monitor the student's attendance and inform the parent(s)/guardian(s) of any attendance problems. They will then work with the student and the parent(s)/guardian(s) to solve problems when and if they occur.

Absences/Tardiness

An absence from school is either excused or unexcused.
The following is a list of **excused** absences/tardies included but not limited to:

1. Personal illness
2. Court appearance
3. Death in the family (please call the Student Services Office)
4. School-sponsored field trip or activity
5. Attending a military honors funeral to sound TAPS
6. Unavoidable medical appointments/therapeutic appointments and absences related to being a parent/expectant parent or a victim of domestic or sexual violence
7. Mental or behavioral health (up to five days per year, as a full day absence only)
8. Attendance at a verified medical or therapeutic appointment (including a victim services provider),
9. A parent/guardian request for a pre-arranged absence (see Pre-Arranged Absences)
10. Religious Holidays or events
11. Attending a civic event (1x / year)

For students who are parents, expectant parents, or victims of domestic or sexual violence, an excused absence includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence.

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

Authorizing an Absence

Parent(s)/guardian(s) are requested to inform the school of an absence, late arrival, or early dismissal online through the IC parent portal or by contacting the 24-hour Attendance Line.

LCHS Attendance Line: (847) 838-7100, press 1 for attendance
ACHS Attendance Line: (847) 395-1421, press 1 for attendance

Attendance information should be reported before 9:00 a.m. If this is not possible, a call must be received within 24 hours, or the absence MAY NOT be excused. During school hours parent(s)/guardian(s) may speak directly to an attendance clerk by dialing (847) 838-7104 (LCHS) or (847) 838-7187 (ACHS). Students absent from school may not be on school property unless arrangements have been made through a school administrator. To participate in after-school, evening activities, and/or weekend events, a student must be present during the last four scheduled class periods of the day unless they have a verified medical note, or are approved by the principal.

Pre-arranged Absence Examples

Medical Appointments

Medical verification must be produced within five (5) school days, or it may not be accepted.

1. The parent(s)/guardian(s) are to notify the Attendance Office before the absence, and the student's attendance record will be reflected as "EX".
2. The student is to present verification of the appointment from the physician's office to the Attendance Office upon returning to school, and the student's attendance record will change from an "EX" to a "MA."

Court Appearance

1. The parent(s)/guardian(s) are to notify the Attendance Office before the court date, and the student's attendance record will be reflected as "EX."
2. The student is to present verification of the court appearance to the Attendance Office upon return to school and the student's attendance record will change from "EX" to "SA" (Special Absence).

Family Vacation

1. The parent(s)/guardian(s) are encouraged to take vacations when school is not in session.
2. The parent(s)/guardian(s) are requested to notify the Attendance Office at least five (5) days before the vacation.

College Visitation

1. Students should attempt to confine college visitation to times when school is not in session.
2. The parent(s)/guardian(s) are to notify the Attendance Office at least 24 hours before the visitation date.
3. Juniors and Seniors are allowed three absences designated as college visits. The student is to present verification of the college vist to the Attendance Office upon return to school and the student's attendance record will change from "EX" to "SA" (Special Absence).

Religious Holidays

1. The parent(s)/guardian(s) are requested to notify the attendance office at least 24 hours before the absence.
2. Students excused for religious reasons will be given an opportunity to make up all missed work, including homework and tests, for equivalent academic credit.

Military

A student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment.

Civic Event

"Civic event" means an event sponsored by a non-profit organization or governmental entity that is open to the public. "Civic event" includes, but is not limited to, an artistic or cultural performance or educational gathering that supports the mission of the sponsoring non-profit organization. The State Board of Education may adopt rules to define further "civic events".

Make-Up Policy / Incomplete Work

For each day of absence, a student will be allowed one day to bring assignments up to date (unless an agreement is made with a faculty member due to extenuating circumstances). As a general rule, no more than ten days will be allowed for such make-up work. If a student is absent, it is the student's responsibility to make arrangements with teachers to complete missed work. Incomplete status at the end of a marking period is reserved for extenuating circumstances and must normally be satisfied within two weeks following the end of the marking period. Grades will be assigned based on completed work at that time. Individual consideration will be given to those students who are incapacitated beyond the end of the term.

Attendance Interventions

If a student is absent he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit.
All other absences/tardiness not listed above including truancies may be considered unexcused. The teacher is required to make the missed assignments available for completion to the student. Students who have unexcused absences may be subject to progressive disciplinary consequences which may include detention(s), three-hour detention(s), ISS, parent conference, student contract, referral to MTSS team, suspension, referral to the Regional Office of Education Truancy Department, and/or removal from the class (withdrawn failing and placed in a study hall).
After **FIVE** separate absences (**excused or unexcused**), the parents/guardians and students will be notified that attendance is a concern. After NINE absences parents/guardians and students will be notified that all subsequent absences will be unexcused unless a doctor's note is provided or a school administrator previously approved the absences. Those further absences without a medical note will be labeled as excessive absences ("XA"). **The school has the discretion to remove students from class.**

First Period Tardies

All students tardy to the first period must report to the Attendance Office to sign in and to get a pass to class. These students may be subject to progressive disciplinary consequences which may include lunch detention(s), after-school detention(s), three-hour detention(s), in-school suspension, revoking of parking privileges, revoking of Open Campus Lunch, parent conference, and/or behavior contract.

After **FIVE** separate tardies (excused or unexcused) to the first hour, the parents/guardians and students will be notified of a concern with attendance. After **NINE** tardies per semester, parents/guardians and students will be notified that they will be on **EXCESSIVE TARDIES**. All subsequent tardies will be unexcused unless a school administrator has approved the tardies.

Tardies to Class During the School Day

A student entering a class with a valid pass will not be counted as tardy. Students tardy for any other reason will be marked as tardy and remain in class. At the start of each semester, tardy consequences to class will be handled as follows:

1. **First Tardy:** Classroom teacher will record and conference with the student
2. **Second Tardy:** Classroom teacher will record and assign one teacher detention, and notify the parent/guardian.
3. **Third Tardy:** Classroom teacher will record, assign one teacher detention, and notify the student's parent/guardian
4. **Subsequent Tardies:** Student is to remain in class, and a referral will be forwarded to the Dean of Students

Students more than 10 minutes late to class may be referred to the Dean of Students. Students who are persistently tardy to class may be considered insubordinate, and the appropriate discipline will be assigned.

Permission to Leave School Grounds

Any parent(s)/guardian(s) requesting early dismissal for their student are asked to call the Attendance Office before the dismissal. The following procedures must be followed:

1. All students leaving the building must sign out in the Attendance Office and obtain a "Permit to Leave Grounds" pass.
2. After a student signs out in the Attendance Office, he/she must exit from the main door.
3. Students who have left the building during the school day must sign in and receive a pass in the Attendance Office before returning to class.
4. Parents/guardians picking up a student(s) without prior notification must present identification to the Attendance Office personnel and secure permission from an administrator.

STUDENTS LEAVING THE BUILDING WITHOUT PRIOR AUTHORIZATION WILL BE CONSIDERED TRUANT AND SUBJECT TO DISCIPLINARY ACTION.

School Operations During a Pandemic or Other Community Health Emergency

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals, and there is little to no pre-existing immunity against the new virus, it spreads

sustainably. Your child's school and district, along with the local health department and emergency management agencies, play an essential role in protecting the public's health and safety during a pandemic or other community health emergency.

During a pandemic or other community health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents/guardians are responsible for assuring their children's participation. Students not participating in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disrupting the traditional classroom.
5. Students and parents/guardians will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other community health emergency, the school and district will ensure educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students with a compromised immune system, live with an individual with a compromised immune system or have a medical condition that may impact their ability to attend school during a pandemic or other community health emergency should contact school officials.
9. Teachers and school staff will receive additional training on health and safety measures during a pandemic or other community health emergencies.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents/guardians and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents/guardians should not send their children to school if they exhibit any symptoms consistent with the pandemic or other community health emergencies.
12. Please do not hesitate to contact school or district officials with any concerns regarding your child's education, health, or safety.

Student Participation in Outside Activities that Count Towards Calculation of Class Hours

Pupil attendance in any of the following activities shall be counted toward the calculation of clock hours of school work per day:

1. Instruction in a college course where the student is dually enrolled for both high school and college credit.
2. Participation in a Supervised Career Development Experience in which student participation and learning outcomes are approved by a licensed educator assessment of competencies. Participation may include, but is not limited to, scheduled events of local, State, and national youth organizations, career and technical education organizations, FFA associations, and 4-H programs as part of organized competitions, exhibitions, or conferences.
3. Participation in any work-based learning experience, including supervised agricultural experiences, in which student participation and learning outcomes are approved by an educator who holds an Educator License with Stipulations with a career and technical educator endorsement and a work-based learning designation.
4. Participation in a youth apprenticeship in which student participation and learning outcomes are approved by a licensed educator for assessment of competencies.
5. Participation in a blended learning program approved by the district in which course content, student evaluation, and instructional methods are supervised by a licensed educator.

Students shall not be penalized for work missed for participating in any of the above activities and will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. A student and the student's parent or legal guardian are responsible for obtaining coursework that is missed while the student participates in any of the above activities.

Students who desire to participate in any of the above activities should contact the building principal for approval.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

1. Failure to receive appropriate permission from parent/guardian or teacher;
2. Failure to complete appropriate coursework;
3. Behavioral or safety concerns;
4. Denial of permission from administration;

5. Excessive absences;
6. Other reasons as determined by the school.

Students are not allowed to carry or self-administer over-the-counter or prescription medications during school-related functions, except for those listed. A Medication and Emergency Treatment form must be on file and a parent/guardian must provide the medication in the original prescription bottle. If a scheduled medication is not needed during a day field trip, the parent must contact the health office. Exceptions to the above parameters; epi-pens, inhalers, and diabetic medications are allowed to be carried by the student as long as completed paperwork is on file in the Health Office.

Dress Code

Students are expected to dress appropriately for the school day or any school-sponsored event. Student dress choices should respect the District's intent to sustain a community inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s).

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, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to how a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise health and safety standards. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise health and safety standards must modify their appearance.

The school will not prohibit students from wearing or accessorizing the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or any other protected characteristic or category identified in the Illinois Human Rights Act. Students who disrupt the educational process or compromise health and safety standards must modify their appearance.

Basic Principle

Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. However, cleavage should not have coverage requirements. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

Students Must Wear

1. A shirt (with fabric in the front, back, and on the sides under the arms)
2. A bottom (pants/sweatpants/shorts/skirt/dress/leggings)
3. Shoes

* High-school courses that include attire as part of the curriculum (for example, professionalism, public speaking, PE, and job readiness) may include assignment-specific dress. Teachers may ask students not to wear hats and hoods during assessment times.

Students May Wear

1. Head coverings including for religious and cultural purposes
2. Hats facing forward or straight backward
3. Hooded sweatshirts
4. Ripped pants/jeans, as long as underwear and buttocks are not exposed
5. Tank tops, including spaghetti straps; halter tops
6. Visible waistbands on undergarments or visible straps on undergarments worn under other clothing

Students Cannot Wear

1. Clothing that displays violent and/or vulgar language or images
2. Images or language depicting drugs or alcohol (or any illegal item or activity)
3. Hate speech, profanity, pornography
4. Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups
5. Accessories that could be considered dangerous or could be used as a weapon
6. Any item that obscures the face including helmets/hoods (except as a religious observance)
7. Clothing cannot display items that a student cannot legally purchase and/or possess on school property
8. Sunglasses
9. Blankets

Food Service

Community High School District 117 offers a food service to students during their designated lunch periods. All food items and beverages must be eaten in the cafeteria with the exception of water. Students are not to have food delivered from commercial or private sources. **Students are not permitted to leave the school grounds during lunch periods unless they are enrolled in the Open Campus Lunch program, and in good academic, and behavioral standing.** Violating privileges and responsibilities in the cafeteria/commons may result in disciplinary action. Students in financial need may be eligible for free or reduced lunch. Applications for free or reduced lunches are available in the main office.

We discourage parents/guardians from delivering fast food to students without prior administrative approval.

Students are expected to demonstrate acceptable manners and attitude during lunch period. Undesirable actions such as poor manners, disorder, throwing food or containers, and littering the cafeteria or halls indicate a lack of manners, and offenders will be referred for disciplinary action. The following guidelines are expected of each student:

1. Students are responsible for disposing of their own refuse.
2. Each student should replace the chair under the table when finished eating.
3. Each student should develop eating habits that are conducive to keeping the cafeteria neat and clean.
4. Accidents do happen! If food etc. is dropped on the floor, the student is expected to pick up this food and place it in the waste container and/or try to obtain help.
5. Loud talking, yelling, screaming, and other disruptions are prohibited.
6. Students shall not throw food or drinks.
7. Students shall not save places in line, cut in line, or otherwise cheat or intimidate their way into line for food service.
8. Students shall not leave the cafeteria until after the appropriate tone rings or otherwise directed by staff.
9. Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
10. Misbehavior will result in disciplinary action according to the school's disciplinary procedures.

The student's ID will be used to access their account when paying for meals. **Please stress to your child NOT to share their ID card with others.**

The student's accounts will be used to deposit funds for meals and/or à la carte purchases. Payments may be split between siblings within the same school and can be made by cash, check or online. This system can track how your child spends their money, and requests to view this account history can be made anytime. All questions concerning this system should be addressed to Arbor Management at (847) 838-7186.

Technology

Internet Access

Student access to the Internet is provided for research, instruction, and learning. As a component of the student registration process, students and parents/guardians must complete a "Network Agreement Policy" and "Internet Acceptable Use Policy" which states user rules and restrictions. Students who breach those agreements face disciplinary action and/or loss of network privileges.

District Issued Electronic Devices

District 117 believes technology should be an interdisciplinary and collaborative approach involving authentic, real-world, engaging learning experiences for all its stakeholders. All learners gain and utilize essential skills that extend beyond the classroom and foster lifelong learning, to create productive citizens who contribute to and thrive in our ever-changing society.

Chromebooks will be issued to all District 117 students. Each Chromebook will be uniquely coded identified and assigned to the student during his/her enrollment at District 117. This Chromebook remains the property of Community High School District 117, even though the student will be allowed to take this device home.
If a student's Chromebook is lost or stolen, the parent/guardian must notify the District's technology department immediately (within 24 hours). Tracking software will be activated to recover the device. If the Chromebook is stolen, the parent/guardian is responsible for filing a police report within 48 hours and must provide the District with a copy of the report as soon as it is available. Not following this required procedure will result in the parent/guardian being responsible for the total replacement cost. Prior to graduation, all students must return their Chromebook.

Need for Internet Access

Students who do not have Internet access at home will still be able to work on their Chromebooks to complete assignments. When the student returns to school, the offline work with be updated to the live version in Google Drive.

Printing

Students will be encouraged to digitally publish and share their work with their teachers and peers. Students may print their work at school on student-accessible printers in our buildings. Students may also set up their home printers with the Google Cloud Print solution to print from their Chromebooks at home. Information about Google Cloud Print can be obtained at: http://www.google.com/cloudprint/learn/

Loaner Electronic Devices

Occasionally, a student may need to check out a loaner Chromebook. This would be necessary if a student's device is being repaired or when a student needs a charged device for the school day. When this occurs, the student will be assigned a temporary device, and the student will be responsible for returning that Chromebook to the Tech Department.
Short-term loaner devices need to be returned on the same day. If the loaner device is not returned to the tech department, the total replacement cost of the unreturned Chromebook will be added to the student's fee account similar to the procedure for unreturned textbooks. Long-term loaner devices must be returned when a student picks up his or her repaired device.
Students who need a temporary loaner device will obtain one through the Tech Department, either before or after school or during lunch. Students will not be released from class to go to the Tech Department except for device failures beyond their control. The loaner device must be returned that day unless it is issued as a result of a needed repair. If a loaner device is not returned as required, the total replacement cost of the loaner will be added to the student's account until the loaner is returned in good condition. No more than one loaner will be issued to any student at any time.

Screen Care

Chromebook screens can be damaged if subjected to rough treatment. Chromebook screens are susceptible to damage from excessive pressure on the screen. Chromebook users should adhere to the following:

- Do not lean on the Chromebook.

- Do not place anything near or on the device that could put pressure on the device.
- Do not place anything in a carrying case that will press against the cover.
- Clean the screen only with an anti-static or dry, soft cloth. NEVER use any liquids or chemicals.
- Do not "bump" the Chromebook against lockers, walls, car doors, bus seats, floors, etc., as it will break the screen.
- Do not have any liquid or food in close proximity to the Chromebook.

Device Failure

Should the Chromebook device fail due to the student not faulting it, the District will be responsible for repairing or replacing it. In addition to the specific requirements and restrictions detailed above, students and families are expected to apply common sense to the care and maintenance of District-owned computer technology.

Transferring / Withdrawing Students

Students who transfer from or withdraw from District 117 must turn in their Chromebook and accessories to the Tech Department. Failure to turn in the Chromebook and accessories will result in the student being charged the total replacement cost of the Chromebook and accessories. Unpaid fines and fees of students leaving District 117 may be turned over to a collection agency. The District may also file a stolen property report with the local law enforcement agency.

The District is not responsible for any loss resulting from using District-owned technology. It makes no guarantees that the technology or the District network systems that support student use will always be available.

D117 Student Technology Commitment

Purpose

1. Students will use technology to challenge, expand, and enhance learning. D117 may provide and assign students digital learning tools for use at school and home to promote achievement and provide flexible learning opportunities. This section provides guidelines and information about District expectations for students and families who are being issued these one-to-one (1:1) digital learning tools. Additional rules may be added as necessary and will become a part of this guide.
2. We expect and believe that students will use technology responsibly and understand the appropriate and acceptable use of both the technology and District network resources. We also expect students to be respectful and responsible with their District-owned devices. Our policies and procedures include the following specific responsibilities and restrictions.

Digital Citizenship Agreement

Looking After Yourself

1. Choosing online names that are suitable and respectful
2. Only invite people you actually know in the real world to be your friends in the online world.

3. Visit only appropriate sites and respect the rules that websites have about age. Some sites are only for adults. If you wouldn't feel comfortable showing that website to your parents/guardians or grandparents, then it's inappropriate.
4. Setting your privacy setting so only the people you know can see you and your personal information.
5. Only putting information online that is appropriate and posting suitable pictures. Not everyone seeing your profile or pictures will be friendly.
6. Always report anything that happens online that makes you feel uncomfortable or unhappy.
7. Talk to trusted adults, like your parents/guardians and teachers, about your online experiences. This includes both the good and the bad.

Looking After Others

1. Show you care by not flaming (sending hurtful or inflammatory messages) other people or forwarding unkind or inappropriate messages.
2. By not getting involved in unkind, mean, or bullying conversations.
3. Report any conversations you see that are unkind, mean, or bullying. Imagine if the things are being written about you. If you would find them offensive, then they are inappropriate.
4. Some websites are disrespectful because they show people behaving inappropriately or illegally – or are racist, bigoted, or unkind. Show your respect for others by avoiding these sites. If you accidentally visit one, close it and tell your teacher or an adult.
5. Show respect for others' privacy by not trying to access their online spaces without invitation, by not stalking them, or by not copying their pictures.

Looking After Property

1. By not stealing other people's property. It's easy to download music, games, and movies, but piracy (downloading media you have not bought) is the same as stealing online.
2. By not sharing music, movies, games, and other software that you own with other people.
3. Check that the information you are using is correct. Anyone can say anything on the web, so you must check that the research is correct using reliable sites. When in doubt, ask your teacher or your parents/guardians.
4. By looking after other people's websites, acting appropriately when visiting them, not making changes or vandalizing them, and reporting any damage you find.
5. I will act with integrity.

Student-Owned Electronic Devices

1. Using electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein.
2. An electronic device includes but is not limited to, the following: cell phone, earbuds/headphones, Chromebook, smartphone, audio or video recording device,

personal digital assistant (PDA), laptop computer, tablet computer, smartwatches, smart glasses, or other similar electronic devices.

3. During instructional time, which includes class periods, student-owned electronic devices must be kept powered off and out-of-sight unless (a) use of the device is provided in a student's individualized plan (IEP) or Section 504 plan; or (b) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
4. Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school, during the student's lunch period, and during passing periods.
5. Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules, or violates the rights of others. This includes but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting). The school and school district are not responsible for the loss, theft, or damage to any electronic device brought to school.

Annual Notice to Parents/Guardians about Educational Technology Vendors Under the Student Online Personal Protection Act

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Illinois State Board of Education, to take a number of actions to protect online student data. Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

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

1. Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password, student ID number
2. Demographic information
3. Enrollment information
4. Assessment data, grades, and transcripts
5. Attendance and class schedule
6. Academic/extracurricular activities

7. Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status)
8. Conduct/behavioral data
9. Health information
10. Food purchases
11. Transportation information
12. In-application performance data
13. Student-generated work
14. Online communications
15. Application metadata and application use statistics
16. Permanent and temporary school student record information

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

1. Instruction in the classroom or at home (including remote learning)
2. Administrative activities
3. Collaboration between students, school personnel, and/or parents/guardians
4. Other activities that are for the use and benefit of the school district

Information and Learning Center Usage

The ILC is open on school days from 7:00 AM—3:30 PM (8:25 AM—3:30 PM on late start days). It provides resources for school-related work and pleasure reading. Study hall students wishing to use the ILC will need their student ID to sign in and will be expected to arrive at the beginning of the class period. Attendance will be taken in the ILC. Study hall students' usage of the ILC may be limited when classes are present.

Students may check out up to five materials at one time. The check-out period is three weeks. Students will receive overdue notices via their student email. If a material is not returned by the end of the school year, the student will receive a notice that they will be billed for the lost item. If the student finds and returns the item, the fee will be deleted. Parent notification may follow.

Online Databases

Online databases can be accessed at school or from home through the Information and Learning Center websites:

LCHS - http://lakesilc.weebly.com/
ACHS - http://achsilc.weebly.com/

When selecting a database to use off-site, you may be required to enter a username and/or password. For a complete list of our databases and information on remote access please visit the database libguide at https://libguides.chsd117.org/az.php

Lake County Technology Campus (LCTC)

Community High School District 117 junior and senior students may enroll in courses that meet at the Lake County Technology Campus (LCTC) in Grayslake. The following guidelines apply to the LCTC program:

Attendance

1. Students are to follow District 117 attendance rules and guidelines.
2. Students are required to attend their classes at ACHS/LCHS even when LCTC is not in session.
3. Students will be informed of attendance expectations when special schedules arise at ACHS/LCHS.
4. Students may be removed at any point or may not be permitted to return for a second year because of poor attendance or misconduct.
5. Parents/guardians are required to call the tech campus to report an absence.

Grades

1. Students must maintain a "C" average at LCTC to return for the next school year.
2. Cosmetology students must complete a minimum of 750 clock hours before the beginning of their second year in the program.

Double Session

1. Students attending a double session at LCTC to complete a class assignment must make prior arrangements with their ACHS/LCHS Coordinator.
2. Students are to bring a note from their LCTC Instructor indicating the purpose of a double session.
3. LCTC Instructors are to contact the Tech Campus Coordinator if emergencies occur.

Transportation

1. Students are to be on their assigned bus at the designated time for their assigned session.
2. Cosmetology program students are required to provide their own transportation.
3. Students may not drive or ride with any other student(s) to LCTC for any reason.
4. Students who miss the LCTC bus must report immediately to the Dean's Office.
5. Students who miss the returning LCTC bus must report to the Tech Campus Office immediately.
6. ACHS/LCHS may discipline students missing the LCTC bus without an acceptable excuse.
7. Parents/guardians are required to call the Tech Campus Coordinator at their home school if they drive their own child to LCTC.

Driving

1. Driving permits for LCTC may be issued with prior arrangements and on a limited basis.
2. Driving permit forms should be obtained from the LCTC Instructor.
3. Three signatures are required: Tech Campus Instructor, Parent, and ACHS/LCHS Tech Campus Coordinator.
4. Only one student's name may appear on the driving permit.
5. The student portion of the driving permit will be displayed on the student's dashboard.

Field Trip

1. A field trip permission slip should be obtained from the LCTC Instructor before the scheduled event.
2. Three signatures are required: Tech Campus Instructor, Parent, and Home School Tech Campus Coordinator.
3. When a field trip sponsored by ACHS/LCHS causes a student to miss his/her session at

LCTC, permission from the Tech Campus Coordinator is also required.

4. ACHS/LCHS will notify the Technology Campus of schedule conflicts.

District 117 reserves the right to withdraw students from LCTC due to disciplinary issues. Disciplinary issues may occur at the home school or tech campus and/or may involve transportation issues.

Transportation

Community High School District 117 provides bus transportation to students through Durham Bus Service. If a student is not picked up on time or if there are other problems concerning transportation, the parent(s)/guardian(s) should contact Durham School Services at (847) 838-5198.

The following regulations are to be observed:

1. Students are to ride only their assigned bus routes. Student I.D. cards must be shown upon the driver's request. Bus schedules will be posted before the first day of school.
2. Buses load / unload at the auditorium entrance in the south parking lot at ACHS and the main entrance at LCHS.
3. School buses are used as student spectator buses for many student activities. When buses are used for this purpose, students are required to register and may be required to pay a nominal transportation cost. Only District 117 students are eligible to ride the spectator buses.
4. Students participating in a school-sponsored activity are required to ride the bus to and from such activity.
5. Improper conduct on the bus may result in the suspension of bus riding privileges.
6. Bus service is provided to students enrolled at the Lake County High School Technology Campus in Grayslake, and its use is mandatory for students involved.
7. Due to safety concerns, students leaving school premises will not be allowed back on school grounds to ride buses. Some exceptions may occur with school-sponsored events.

Late Bus Service

A late bus service is available Monday through Friday. A student desiring to ride the late bus must obtain a late bus pass from a teacher or administrator before boarding the bus. Passes are issued only to those students who pre-arranged an after-school activity with appropriate staff.

Videotaping In School And On Buses

It is the policy of Community High School District 117 to permit school officials to utilize video cameras in selected interior and exterior areas of the building and on school buses for the primary purpose of reducing and documenting disciplinary problems in the school and on the buses. Videotapes may be used with or without audio components. Students may be disciplined based in whole or in part on videotape evidence of misconduct.

A student being disciplined based on activities recorded on the videotape, and/or the student's parent(s)/guardian(s), may view the segment of the videotape that documents the incident in

question. In appropriate circumstances, school officials may be authorized to show videotape to other government agencies, including law enforcement agencies and the Department of Children and Family Services.

Bus/Parking Information

For information on late buses, bus routes, and general busing issues, please call Durham School Services at (847) 838-5198. To register a complaint about the bus company or student behavior on buses, please call Ms. Jessica Machak at ACHS (847) 838-7624 or Mr. Curt Onstad at LCHS at (847) 838-7623.

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published before the first day of school. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by one of the building deans.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building dean.

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

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

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise, or profanity are prohibited.
5. Enter and exit the bus only when the bus is entirely stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use the emergency door only in an emergency.
8. In the event of an emergency, stay on the bus and await instructions from the bus driver.
9. Behavior that will not distract the bus driver from operating the bus safely is required.
10. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
11. Do not open windows below the designated line.
12. Keep the bus neat and clean.
13. Athletic footwear equipped with cleats or spikes is not allowed on the bus.
14. Inappropriate behavior will be reported to school authorities, and failure to observe safety rules may result in suspension from bus services.
15. Be waiting at your bus stop on time.

16. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
17. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
18. Eating is not permitted on the bus.
19. Parents/guardians will be liable for any defacing or damage students do to the bus.

Students may be suspended from riding the school bus for up to ten (10) consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the school board may suspend the student from riding the school bus for a period in excess of ten (10) days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus. A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. The student's parent or guardian must notify the school that the student does not have alternative transportation to school. Video and audio cameras may be active on buses to record student conduct and may be used to investigate misconduct or accidents on the bus. For questions regarding school transportation issues, contact: Durham Transportation at 847-838-5198.

Student Parking Agreement

Vehicles must be parked between the painted lines, and should be driven safely and must yield to pedestrians. Vehicles parked outside painted lines or designated parking spots may be **towed at the vehicle owner's expense**. Students caught driving recklessly in the parking lot may be subject to disciplinary action.

The lots designated "Staff Parking Only," are for school staff, personnel, and others designated by administration. Students MAY NOT use these lots during school hours. Student vehicles parked in these lots may be towed, at the vehicle owner's expense at the discretion of administration.

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

Students have no reasonable expectation of privacy in cars parked on school grounds. School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during a search may result in discipline, including, but not limited to, expulsion from school.

Vehicles MAY NOT be parked or located in the bus or fire lanes at ANY TIME. Bus and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed, at the owner's expense.

Video cameras may be active in parking lots and may be used to investigate student misconduct. Discipline for misconduct including attendance and tardies may lead to the withdrawal of parking privileges and/or an educational component for the student.

Each student driver:

1. Will have their parking tag/sticker correctly displayed per school guidelines.
2. Will follow all traffic rules and display prudent, safe driving practices at all times.
3. Will follow all posted rules regarding **speed limits, traffic direction, and parking assignments.**
4. Will not be part of any illegal activities on the ACHS/LCHS parking lots or misuse of the parking permit.
5. Will not pass a bus that has its stop arm displayed.
6. Will follow all other regulations concerning driving/parking listed in the handbook.
7. Will respect all other vehicles in the ACHS/LCHS parking lot.
8. Will maintain good student conduct and academic performance.
9. Will agree to random mandatory drug tests.
10. Will park at their assigned area or be towed, **without warning**, at the owner's expense.
11. Will maintain good student attendance.

Search and Seizure

To maintain order, safety, and security in the schools, school authorities are authorized to conduct reasonable searches of school property/equipment and students and their personal effects. "School authorities" include school resource police officers.

School Property and Equipment as well as Personal Effects Left On School Property by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots) and personal effects left there by a student, without notice to or without the student's consent. Students have no reasonable expectation of privacy in these places or areas or their personal effects left there. The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Lockers

Students enrolled at Community High School District 117 (ACHS/LCHS) are offered lockers. The locker remains the property of District 117. School officials have access to the locker at any time. Only locks purchased from District 117 may be used, other types of locks will be removed. **The school assumes no responsibility for lost or stolen items.** School and physical education lockers are to be used by students only for the following items: clothing, umbrellas, books, and related items for school use. Specific items forbidden on school grounds or in school lockers include, but are not limited to: alcoholic beverages, drugs of any kind, tobacco in any form, weapons, incendiaries or explosives of any type, or any materials unrelated to school.

The following guidelines are to be followed:

1. Lockers are to be kept neat and clean on both the outside and the inside. Students defacing lockers may be charged a cleaning fee and/or a repair/replacement fee. Staff members may remove any inappropriate materials from outside or inside a student's locker at any time.
2. Lockers are to be locked at all times. **Community High School District 117 (ACHS/LCHS) is not responsible for lost or stolen property. Students are encouraged to leave valuable items at home.**
3. Students should use only their assigned locker. Lockers are not to be shared, and lock combinations should not be given to anyone.
4. If a lock fails to work, it should be reported to the Attendance Office immediately.
5. Except for a sack lunch, food is not to be kept in lockers.
6. A request for a lock to be replaced should be made in the Attendance Office. There may be a charge for lost or damaged locks.

Student Searches

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to the objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the reported content for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Seizure of Property

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

Automobile

It is important for students to understand that the appropriate school personnel, with or without local law enforcement officials accompanied by canine units, have the right to inspect and/or search any vehicle being driven by a student and parked on school grounds at any time, should there be reasonable suspicion that something illegal, improper, or unsafe is inside the vehicle.

Regulations and Procedures

Accidents
An accident in any part of the building should be reported immediately to an adult school staff member. Students may be held accountable if any damage occurs.

Telephone
Any student wishing to make a telephone call during non-class time may use the school phones with permission from a staff member.

Sales/Distribution and Possession Of Non-School Items
No material is to be sold not expressly permitted by the Board of Education and/or the ACHS/LCHS Administration. Distribution of non-school items or publications must be submitted to the Principal for examination prior to distribution. Determination by the Principal or a designee as to the time and place of distribution will be made within 24 hours of submission.

Textbooks
Textbooks are the property of Community High School District 117. Students who damage a book will be assessed a fee based on the percentage of the book's original cost and its condition. If a student cannot locate their assigned textbook, lost book fees must be paid before another book is issued.

Insurance
Community High School District 117 (ACHS/LCHS) does not provide insurance against accidental injury or other medical expenses that the student may incur.

Guidelines for School-Sponsored Publications, Productions and Websites
The Speech Rights of Student Journalists Act, school board policies, and the student/parent handbook govern school-sponsored publications, productions, and websites. Except as provided below, a student journalist has the right to exercise freedom of speech and of the press in school-sponsored media, including the right to determine the news, opinion, feature, and advertising content of school-sponsored media.

Student journalists are prohibited from using school-sponsored media in a way that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwarranted invasion of privacy;
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

All school-sponsored media shall comply with the ethics and rules of responsible journalism. Text that fits into numbers one through four above will not be tolerated, and school officials and student media advisers may edit or delete such material.

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

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the school, school district, or an expression of school board policy.

School Dances

All school rules, including the school's discipline and dress code, are in effect during all school-sponsored dances. The following regulations will be strictly adhered to concerning school dances:

1. Students must present their student I.D. card to enter the dance.
2. To use, possess, distribute, purchase, or sell tobacco materials is strictly prohibited.
3. If a student leaves a dance, he/she will not be allowed to return.
4. Students will not be admitted during the second half of dance unless prior arrangements have been made with an administrator.
5. Any student or guest found possessing or under the influence of any banned item or substance will be subject to disciplinary action and/or police referral.
6. Students will be allowed to bring one guest who is 20 years old or under to homecoming/turnabout/prom from other schools provided the student completes the regular school visitor's form in advance. This form must be submitted and approved by a designated administrator. This applies to all dances. Attendance at all dances is reserved for only ACHS/LCHS students (or approved guests). All other dances are for ACHS/LCHS students who are in good standing.
7. Administrative action for student offenses may include barring a student from future dances and social activities.
8. Students are expected to dance in a school-appropriate manner.

Attendance at school-sponsored dances is a privilege. Only students who attend the school may attend school-sponsored dances unless the principal or designee approves a student's guest before the event. A guest must be "age-appropriate," defined as under the age of 21 at the time of the dance. All school rules, including the school's discipline and dress code, are in effect during school-sponsored dances.

Students who violate the school's discipline code must leave the dance immediately, and the student's parent or guardian will be contacted. The school may also impose other discipline as outlined in the discipline code. Guests must abide by all ACHS/LCHS rules. Parents/guardians are always welcome to attend. ACHS/LCHS reserves the right to refuse entry to any student and/or guest.

Open Campus

To participate in Open Campus Lunch, junior/senior students, and their parents/guardians must review the terms below, complete the Open Campus Junior/Senior Lunch Permission Form, and return it to the School District. Participation in the open campus lunch program is entirely optional and not required.

Eligibility

To be eligible for Open Campus Lunch, students must meet the following criteria:

➔ A student must be a senior and have 18 credits or a junior with 12 credits;

➔ A student must maintain C's in all classes to remain eligible;

➔ Students must not be under any school imposed disciplinary restrictions or consequences.

Open Campus Lunch Program Rules

Students eligible for Open Campus Lunch must comply with the following rules. Students who do not follow these rules are subject to disciplinary consequences, including but not limited to, loss of Open Campus Lunch privileges.

- Parents/Guardians of junior and senior students (unless the student is at least 18 years old) and the student must complete and return the Open Campus Lunch Permission Form.
- Students are expected to follow all school rules, the Student Behavior policy, and the student handbook during Open Campus Lunch on and off campus. Violations of school rules, the Student Behavior policy, or the student handbook may result in discipline including, but not limited to, loss of Open Campus Lunch privileges.
- Having multiple passengers in a vehicle is discouraged.
- No student will be released to or permitted to be picked up by anyone other than a parent or guardian during Open Campus Lunch.
- Students must leave within five minutes of when the assigned lunch period begins and return before the end of the lunch period. Students who are late to their class immediately following their lunch period more than two (2) times will lose Open Campus Lunch privileges.
- Students may not bring food from off-site into the school buildings.
- Students are expected to conduct themselves responsibly and respect homeowners, merchants, and their properties.
- Students are expected to use designated entrances upon exiting and entering the school for Open Campus Lunch.
- Upon returning to campus after Open Campus Lunch, students must remain in the area assigned by administration or building security staff.
- Upon exiting and entering the building for Open Campus Lunch, students must present their current school ID card to staff.
- Students may not allow their ID cards to be used by other students.
- Students may not transport ineligible students off campus during Open Campus Lunch. This includes underclassmen, students forgetting their ID, those who have not turned in permission slips, those who have been restricted due to disciplinary measures or who are not otherwise eligible or permitted to participate in Open Campus Lunch.
- Students will be expected to abide by all public roadway guidelines including the appropriate use of crosswalks.
- The administration reserves the right not to allow students to leave for open campus lunch based on inclement weather or class meetings.

Washrooms

Restrooms are provided throughout the building for students. Students are prohibited from using washrooms for meeting friends, loitering, vaping, smoking (which is prohibited anywhere in the school's jurisdiction), or using communication devices. During class periods, students must have a pass to use the washrooms. Students should never enter a bathroom stall with another individual.

Safety Drill Procedures and Conduct

Safety drills will occur at times established by the school board. Students must be silent and comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to the students. Community High School District 117 is committed to developing and maintaining safe and secure working environments for all students and staff. A proactive approach to high-risk and threat-related behavior of students is critical for the provision of safe and secure learning, teaching, and working environments.

Blue Point

Blue Point is a rapid alert system that instantly notifies law enforcement and building occupants of an emergency situation, expedites a rapid response, triggers emergency management protocols and ultimately saves lives.

Tornado

If there is a tornado alert and time does not enable us to transport students home, it will be necessary to go into our emergency procedure.

1. **WATCH**: Means we will be watching for a tornado in the area.
2. **WARNING**: Means we must take specific action to protect everyone in the building. The action taken is as follows:
    a. The warning will be given over the P.A.
    b. Students, teachers, and other personnel must proceed immediately to their designated area.
    c. Teachers should take their classroom buckets with them so roll calls may be taken.
    d. Windows and doors are to be closed.

Fire Drills

Fire drills are an integral part of the school safety program. Each student should be aware of the posted procedures for these drills. The automatic fire alarm gives the signal for a fire drill. Students must move promptly and quickly according to the posted fire escape route unless that route is blocked. Students should follow the alternate route or as instructed by a faculty member or fire safety personnel. It is important that fire drills be conducted with absolute silence and precision. Students should leave books and materials at their desks when leaving the building. The teacher will follow the class out of the room and close the doors and windows.

1. Students must continue moving quickly away from the building until the exit is clear and the last to leave are at a safe distance (at least 100 feet from the building is recommended).
2. Fire drills are required by statute unless weather conditions endanger the students' health.
3. Teachers should take their classroom buckets with them for an accurate attendance count outside at their designated staging area.

Visitor Policy

Visitors to the building for any reason

1. Visitor pushes the intercom to verify the need to be admitted to the building
2. The visitor is buzzed into the vestibule
3. The visitor provides an ID to the office person
4. Office personnel screens the identity of the individual for concerns that would cause the District to deny entry to the individual
    a. If the system flags the visitor, contact the deans or principal
    b. Once cleared, the visitor is buzzed in
5. The visitor signs in and is given a badge with a lanyard or sticker
6. The visitor then waits for the staff member to collect them from the foyer. Visitors are expected to be escorted by a staff member or security team member at all times.
    a. Volunteers, contractors, and others who have been appropriately formally reviewed for access to the building in advance should wear appropriate identification but do not require escort.
7. The visitor returns with an escort to sign out, return the badge, and exit the building

Staff procedures for a planned visitor

1. Staff member notifies the Attendance Office using building procedures before the visitor's arrival
2. Visitors will follow all procedures for entering the building (as stated above)

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Visitors are expected to abide by all school rules while on school property. A visitor who fails to conduct himself or herself appropriately will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official/coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.

3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local, or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectible, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals. Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge from military service, sex, sexual orientation, gender orientation, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, homelessness, marital status, parenting status, 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 transmitting 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 the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication), 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.

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: (1) 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; (2) 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; and (3) the posting or distribution of an unauthorized digital replica by electronic means if the posting or distribution creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, posting or distributing sexually explicit images, 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.

Students are encouraged to report bullying immediately. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who have information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing. Students,

parents/guardians, and other bystanders can report bullying/harassment to the complaint managers via the school's website.

Complaint Managers:

Curt Onstad **1600 Eagle Way** **Lake Villa, Illinois 60046** **847-838-7623**	**Kurt Rowells** **1600 Eagle Way** **Lake Villa, Illinois 60046** **847-395-9879**	**Jessica Machak** **1133 Main Street** **Antioch, Illinois 60002** **847-838-7624**	**Kurt Sooley** **1133 Main Street** **Antioch, Illinois 60002** **847-838-7307**

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's reprisal or retaliation will be treated as bullying to determine any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing false information will be treated as bullying to determine any consequences or other appropriate remedial actions.

Students and parents/guardians are also encouraged to read the following school district policies: **7:20, Harassment of Students Prohibited,** and **7:180, Prevention of and Response to Bullying, Intimidation, and Harassment**.

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian within 24 hours after the school's administration is aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited

Discrimination and harassment on the basis of race, color, or national origin negatively affects a student's ability to learn and an employee's ability to work. Providing an education and workplace environment free from such discrimination and harassment is an important District and School goal. The District and School do not discriminate on the basis of actual or perceived race, color, or national origin in any of its educational programs or activities and comply with federal and State non-discrimination laws.

Examples of Prohibited Conduct

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language

services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Making a Report or Complaint; Investigation Process

Individuals are encouraged to promptly report claims or incidents of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports will be processed under the District's Uniform Grievance Procedure.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Federal and State Agencies

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to: https://dhr.illinois.gov/about-us/contact-idhr.html or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

The District maintains a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program includes procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

Enforcement
Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited
Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Harassment & Teen Dating Violence Prohibited

Harassment Prohibited
No person, including a school district employee, agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived race; color; national origin; military status; unfavorable discharge status from 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; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited (Title IX)

Sexual harassment as defined in Title IX (Title IX Sexual Harassment) is prohibited. Any person, including a District employee or agent, or student, engages in Title IX Sexual Harassment when that person engages in conduct on the basis of an individual's sex that satisfies one or more of the following:

1. A District employee conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct; or

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's educational program or activity; or

3. Sexual assault as defined in or stalking as defined in District policy and federal law.

Examples of sexual harassment include, but are not limited to, touching, rape, sexual battery, sexual abuse, sexual coercion, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Teen Dating Violence Prohibited

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

Making a Report or Complaint

Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

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Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

Investigation Process
All complaints will be investigated by the District in accordance with state and federal law and corresponding District policies.

Enforcement
Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited
Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important school and district goals and are required by law.

Requesting Support Services
To facilitate the full participation of Article 26A Students, the school district provides in-school support services and information regarding non-school-based support services. Article 26A Students are also able to make up work missed on account of circumstances related to their status as a parent, expectant parent, or victim of domestic or sexual violence.
In-school support services include, but are not limited to, enabling a student to meet with counselors or others service providers, excusing the student from class as necessary for circumstances consistent with their Article 26A status, and assisting students with the development of a student success plan.

An Article 26A Student and/or their parent/guardian may request a complete copy of the District's policies related to Article 26A Students and information on support services by contacting the Article 26A Resource Person listed below.

Filing a Complaint

An Article 26A Student and/or their parent/guardian may file a complaint for violations of this procedure with the Nondiscrimination Coordinator, Title IX Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.

Article 26A Resource Person:

ACHS: **Scott Leverentz** **1133 Main Street** **Antioch, Illinois 60002** **847-838-7767**	**LCHS:** **Kyle Naughton** **1600 Eagle Way** **Lake Villa, Illinois 60046** **847-395-9449**

Complaint Managers:

Curt Onstad **1600 Eagle Way** **Lake Villa, Illinois 60046** **847-838-7623**	**Kurt Rowells** **1600 Eagle Way** **Lake Villa, Illinois 60046** **847-395-9879**	**Jessica Machak** **1133 Main Street** **Antioch, Illinois 60002** **847-838-7624**	**Kurt Sooley** **1133 Main Street** **Antioch, Illinois 60002** **847-838-7307**

Retaliation Prohibited

Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under this procedure is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Discipline

DISCLAIMER: THIS HANDBOOK IDENTIFIES ANTICIPATED STANDARDS OF ACCEPTABLE BEHAVIOR AND OUTLINES THE GENERAL CONSEQUENCES THAT WILL OCCUR WHEN SAID STANDARDS ARE NOT MET. EACH INCIDENT WILL BE CONSIDERED ACCORDING TO INDIVIDUAL MERITS AND CIRCUMSTANCES.
AS IN ANY SET OF REGULATIONS CONCERNING PROCEDURAL OPERATION, IT IS NOT POSSIBLE TO SPECIFY EVERY CONCEIVABLE SITUATION.
SCHOOL RULES PUBLISHED IN THIS HANDBOOK ARE SUBJECT TO SUCH CHANGES AS MAY BE NEEDED TO ENSURE CONTINUED COMPLIANCE WITH FEDERAL, STATE OR LOCAL REGULATIONS AND ARE SUBJECT TO SUCH REVIEW AND ALTERATION AS MAY BECOME NECESSARY FOR THE ROUTINE OPERATION OF THE SCHOOL.
ACHS/LCHS IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS THAT ARE DEEMED NON-ESSENTIAL TO THE LEARNING PROCESS (INCLUDING, BUT NOT LIMITED TO, CELLULAR PHONES, TABLETS, AIRPODS/HEADPHONES, AND HATS). STUDENTS ARE STRONGLY ENCOURAGED NOT TO BRING MONEY IN A GREATER AMOUNT THAN NEEDED FOR LUNCH. STUDENTS ARE STRONGLY ENCOURAGED NOT TO BRING ELECTRONIC DEVICES TO SCHOOL.

Grounds for Disciplinary Action

Grounds for disciplinary action apply whenever the student's conduct is related to school/school activities, including, but not limited to:

1. On or within sight of school grounds before, during, or after school hours and at any other time a school group uses the school.
2. Off school grounds at a school activity, function, or event.
3. Off school grounds while traveling to or from school or a school activity, function, or event.
4. Anywhere off school grounds, if the conduct may reasonably be considered to be threatening or intimidating to a staff member, or interference with school purposes or an educational function.
5. Anywhere off school grounds, if the conduct violates school policy and is determined to be a continuation of a school activity.
6. During periods of remote learning.

Corporal Punishment

Corporal punishment is prohibited in all circumstances. Corporal punishment means a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim to halt the offense, prevent its recurrence, or set an example for others. Corporal punishment does not include reasonable force as permitted by 105 ILCS 5/10-20.33.

Delegation of Authority

When students are under their charge, each teacher or other school staff member may take necessary disciplinary action to maintain an orderly learning environment. Such disciplinary action

must be consistent with the Board of Education's policies and the school's rules. Teachers may remove students from a classroom for disruptive behavior.

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, counselor, or any other mental health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Suspension

The Superintendent, Building Principal, Assistant Principal, or Dean is authorized to impose disciplinary measures and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to ten (10) consecutive school days, following appropriate procedures.

The School Board may suspend a student from riding the bus in excess of (10) days for safety reasons and may expel students guilty of gross disobedience or misconduct as determined by the Board. Students are not allowed on campus during a suspension unless granted by express written permission by an administrator.

Expulsion

Expulsion is the removal of a student from school for gross disobedience or misconduct for a period of time ranging from more than 10 school days to a definite period of time not to exceed two (2) school years. Expulsion procedures are defined in the Illinois School Code, 1051LCS 5/10-22.6.

Restraint

Board Policy 7:190 permits the use of time out and physical restraint, in limited situations and under certain conditions set forth in Illinois State Board of Education regulations (23 Ill.Admin.Code 1.285), as an intervention to respond to student behavior that presents an imminent danger of serious physical harm to the student or others. You may access the Board Policy on the School District website at: https://www.boardpolicyonline.com/?b=community_unit_117, or request a hard copy by contacting the School Principal.

Reciprocal Reporting Agreement

The administration of ACHS/LCHS participates in the Reciprocal Reporting Agreement between the school and local law enforcement agencies by informing or receiving information about criminal offenses committed by students.

Criminal Acts

Any action(s) by person(s) violating the Criminal Statute of the State of Illinois may be subject to disciplinary action by the Administration and/or the Board of Education of District 117. Referral to the police for appropriate legal action may also result from such criminal acts including vandalism. Disciplinary action may include suspension and/or consideration of expulsion from school.

Discipline Interventions

Community High School District 117 schools will follow a progressive discipline plan for all students. The discipline plan is classified into categories; minor behaviors, minor misconducts, major misconducts, gross misconducts (including drug/alcohol/tobacco misconducts), and attendance. When a student violates school policy, discipline may progress accordingly. Depending on the severity of the incident, the administrator has the authority to elevate the intervention to a second or third tier.

Severe violations may warrant immediate removal from school. Interventions are not listed in progressive order for any infraction.

MINOR BEHAVIOR	POSSIBLE INTERVENTIONS
- Improper Procedure - Violation/Pass/ID - Horse Play - Game Playing - Dress and Grooming - Laser Pointer Pen - Repeated Referrals, etc.	- Warning - 1-hour detention - Confiscate item - Parent contact - Lunch/free hour detention(s) - 3-hour detention - Dean's development plan - Community service - 3rd Millennium - Parent pick-up - In-school suspension - Social probation
MINOR MISCONDUCT	**POSSIBLE INTERVENTIONS**
- Off-Campus Violation - Profanity - Disrespect - Insubordination - Misconduct-Bus/Classroom/Campus - Failure to serve detention - Falsifying Information - Forgery/Written or Telephone - Possessionor Use of Tobacco or Nicotine Vaping Devices - Driving to Tech Campus	- Confiscate item - 1-hour detention - Lunch/free hour detention(s) - 3-hour Detention - Loss of privileges - In-school suspension - Police referral - Dean's development plan - SST referral - Parent contact - Out-of-school suspension - Community service

- Misuse of parking permit, hall pass from class, off campus lunch privileges - Inappropriate use of Electronic/Communication Devices/Inappropriate Printed Material - Inappropriate washroom use - Violation 3 Hr, ISS, etc.	- 3rd Millennium - Social probation

MAJOR MISCONDUCT	**POSSIBLE INTERVENTIONS**
- Emergency Button - Academic Dishonesty - Altering School Records - Computer Offense/Use or Site - Criminal Acts - Fight - food, inciting - Physical contact - Physical assault - Endangering others - Profanity or Verbal Abuse Towards Staff - Gang Presentation/Representation - Harassment/Bullying/Repeated Harassment (whether verbal, electronic, 3rd party or written) - Possession/use of marijuana/THC - Repeated Referrals - Theft/Possession of Stolen Property, etc.	- Suspension - Parent contact - Police contact - Possible expulsion recommendation - Dean's development plan - 3rd Millennium - Community service - SST referral - Social probation

<u>Gross misconduct</u> that **could warrant up to a ten (10) day suspension with a possible recommendation for expulsion** include but are not limited to:

GROSS MISCONDUCT	**POSSIBLE INTERVENTIONS**
- Delivery, sale, or purchase of alcohol, controlled substances, illegal drugs, look-alike drugs, or paraphernalia related to banned substances on campus, on the buses, and/or in school-related activities. - Gang Activity including fighting and recruiting members - Physical assault of a staff member - Planning or assisting in the planning of organized violence at school, on the school bus, or at a school function - Possession of weapons, explosives, or look-alikes	- Suspension up to 10 days - Police contact - Parent contact - SST referral - Social probation - Expulsion in abeyance - Expulsion

- Possession or use of drugs, alcohol, paraphernalia, look-alike drugs, or over-the-counter drugs - Sexual misconduct	

**** ANY/ALL DISCIPLINARY CONSEQUENCES CAN BE USED AT THE DISCRETION OF THE ADMINISTRATIVE TEAM.**

Definitions of Consequences

Detentions

1. **Teacher Detention** - Teachers are the first line of school discipline and may assign detentions for inappropriate behavior or excessive tardiness. Teacher detentions are time segments served with the teacher before or after school. Teachers will allow 24 hours for students to make appropriate arrangements when necessary. Students who fail to report for assigned detentions will be referred to a Dean.
2. **Lunch or After School Detention:** The administration will schedule detentions. A late bus is available for those who stay for after-school detention. Lunch detentions will be served during the student's lunch period in a designated location. Students who fail to report to assigned detention may be referred for 3-hour detention, have parking privileges restricted, and/or have the ability to attend school-sponsored events restricted.
3. **3-Hour Detention** - Students who display severe behaviors or repeated behaviors could be scheduled to serve a 3-hour detention during the week or a 3-hour detention. Students who fail to serve these detentions may be suspended from school.

School Community Service

In lieu of the above consequences, the administration will have the discretion of assigning school service hours. The hours are to be served within the school, under the direct supervision of custodial staff or other district employees.

In-School Suspension (ISS)

The administration may assign a student to an In-School Suspension (ISS). Homework will be gathered and provided to the student on the day of his/her ISS. Students will receive full credit for making up the missed work.

Out-of-School Suspension (OSS)

A student may be suspended from attendance at Antioch/Lakes Community High School, following a conference with an administrator, for serious breaches of the policy stated in this Student/Parent Handbook, Board Policy, state or federal law.

In all disciplinary cases, the student shall receive a preliminary hearing with the Dean or other administrators, be informed of the charges, and have an opportunity to respond to the charges. Upon the decision to suspend, the administration will have a letter prepared stating the reason for

suspension, send a copy of said letter by certified mail to the parent(s)/guardian(s) no later than the following day, and attempt to contact the parent(s)/guardian(s) by phone on the day the decision to suspend is made. The letter will inform the parent(s)/guardian(s) of the decision and the reasons for the suspension. Parent(s)/guardian(s) may request a review of the decision by contacting the Dean or administration handling the incident.

Students who are suspended from school will receive full credit for making up missed work. Make-up work will be requested through Student Services on the day of the suspension. If Student Services secures the work within 24 hours of the request, the parents/guardians and the student will be expected to arrange for its pick-up. Students are not permitted on the school campus or at any school activity during the suspension period.

Definitions of Infractions

Academic Dishonesty Policy

Students, teachers, and administrators work together to establish and maintain an academic environment that is fair to all students. Students are expected to maintain academic integrity and refrain from academic misconduct or from aiding others in academic misconduct. Academic dishonesty occurs when students obtain or assist others in obtaining credit for work that is not their own. Academic misconduct is subject to the disciplinary action defined by Community High School District 117.

To help students achieve their maximum academic potential, the staff will promote an environment that fosters integrity and honorable conduct. Teachers will review the district policy and procedures regarding academic integrity and incorporate instruction regarding the need for and value of academic integrity into their lessons. Whenever students have a question about this procedure or any procedure, they should ask their teachers. Study or homework collaboration is not considered academic dishonesty unless prohibited or limited by the teacher. Teachers shall guide students in understanding when collaborative efforts are not appropriate.

Definitions of Academic Misconduct/Dishonesty include but are not limited to:

1. **Cheating -** any attempt to defraud, deceive, or mislead the teacher and/or school administration in arriving at an honest evaluation of learning. Cheating includes aiding other students in cheating, such as permitting another student to copy the student's homework, paper, project, laboratory report, take-home examination, the use of translation devices or programs, etc. for which credit is given.
2. **Plagiarism -** presenting as one's own the ideas or work of another; including work generated by artificial intelligence; failing to cite with quotation marks the written words or symbols of another author; failing to footnote the author and sources of materials used in a composition; failing to cite research materials in a bibliography; failing to name a person quoted in an oral report; failing to cite an author whose works are paraphrased or summarized; presenting another person's creative work or ideas as one's own in essays, poems, music, art, computer programs or other projects; and copying or paraphrasing ideas from literary criticism or study aids without

documentation. Plagiarism is not a question of intent. Any use of the content or style of another's intellectual product without proper recognition of the source constitutes plagiarism.

3. **Furnishing False Information -** writing an exam or term paper for another student; soliciting another person to take an exam or write a paper for one's own class; submitting the same work in more than one course when doing so is prohibited; or representing oneself as another person.
4. **Creating an Improper Disadvantage -** removing, defacing, hiding or deliberately withholding library books or other materials or contaminating a laboratory; using unauthorized notes or devices.
5. **Theft/Damage of Intellectual Property** - sabotaging or stealing another person's assignment, book, paper, notes, experiment, or project; improperly accessing or electronically interfering via computer or other means with another person's property; altering a teacher's records.
6. **Selling or Distributing Materials -** selling or distributing course notes, handouts, readers, or other information a teacher provides without the teacher's permission.
7. **Collusion -** The act of forming a secret agreement for fraudulent or illegal purposes.

First offense - In general, consequences for a first offense may include, but not be limited to, the following:

1. The student receives no credit or is required to re-do the assignment.
2. The offense is recorded in Infinite Campus.
3. Parents/guardians are contacted.
4. Administrators, like the deans or department chairs, are notified.

Additional or more serious offenses - Additional or more serious academic dishonesty or plagiarism incidents shall be dealt with more severely. Consequences for any offense beyond the first or a more serious initial offense may include:

1. Meeting with parent(s)
2. Possible suspension
3. Withdrawn failing from class

In addition, one or more of the following consequences may be considered:

1. No public recognition of the student at academic honors function
2. No scholarship money is granted to the student by local scholarship organizations
3. Staff members can consult records of academic integrity violations prior the writing letters of recommendation for students

All incidents of academic dishonesty are cumulative during the student's attendance at Community High School District 117. All academic dishonesty consequences are cross-curricular, meaning one consequence in science, followed by another consequence in English will position the student at the second occurrence according to the academic dishonesty policy.

Teachers will notify administrators of any case of academic dishonesty. Administrators, including Deans and Department Chairs, will determine how offenses will be handled after the first one.

Bullying/Harassment/Intimidation

Bullying, hazing, or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encourages other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct Bullying/harassment/intimidation can include, but is not limited to, verbal, electronic, 3rd party or written.

Computers & Mobile Devices – Inappropriate Use/Misuse of Internet (CIS)

All use of electronic network use must be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This responsibility includes the proper use of mobile devices and these device's capability of electronic recordings. No electronic recordings of any sort are allowed without the knowledge and consent of the classroom teacher. These rules do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these rules will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

Acceptable Use - Access to the electronic network must be: (a) for education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - Using the electronic network is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:

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

12. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, harassing, or illegal material;
13. Using the network while access privileges are suspended or revoked;
14. Unauthorized electronic recordings without the consent of the classroom teacher.

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

1. Be polite. Do not become abusive in messages to others.
2. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
3. Do not reveal students' or colleagues' personal information, including their addresses or telephone numbers.
4. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Do not use the network in any way that would disrupt its use by other users.
6. 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 the user suffers. This includes data loss resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

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

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

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

E-MAIL

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

1. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
2. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
3. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet domain. This domain is registered and identifies the author as being with the School District. Therefore, great care should be taken in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
4. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
5. Use of the school district's email system constitutes consent to these regulations.

Deliveries (VIP)

No deliveries will be accepted at school, and students are not permitted to carry balloons, flowers, or bulky items with them during the school day that may disrupt the learning environment for other students

Displays of Affection (VIP)

Hand-holding is the only permissible demonstration of affection in the educational setting.

Dress and Grooming (VIP)

Students are expected to dress in a manner that will not disrupt the educational process, constitute a health or safety hazard, violate civil law, or violate the guidelines as stated under the Speech and Expression section of this Handbook. Inappropriate clothing or jewelry may be confiscated by staff members and placed in the Dean's office. Parent(s)/guardian(s) or students must pick up these items within five (5) school days, or they may be discarded.

Drugs, Alcohol, Nicotine, Controlled Substances and Look-a-likes (APU, DPU, TPU)

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens, or other vaping-related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:

A. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis-infused product under *Ashley's Law*).
B. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
C. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
D. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis-infused product under *Ashley's Law*.
E. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
F. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
G. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
H. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed to cause a physiological or psychological change in the body, including pure caffeine in a tablet or powdered form without limitation.
I. Any drugs/medication or other substance purchased legally including over-the-counter drugs/medication brought to school. Families can coordinate with the school Health Office for staff storage and administration of any necessary medications including over-the-counter drugs. See the Health Center section for additional information.

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

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person. No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student. Should administrative staff become concerned that a student is under the influence of alcohol or other drugs while at school or school-sponsored activities, a breathalyzer and/or oral fluid test may be administered to that student. Should a student refuse such a test, the administrative staff will rely upon the observable behaviors of the student in question in making a final determination. "No one shall ingest, breath, inhale or drink any compound, liquid, or chemical . . . for the sole purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis, or irrational behavior or in any manner changing, distorting, or disturbing the auditory, visual, or mental process. For the purposes of this act, any such condition shall be deemed to be an intoxicated condition." [720 ILCS 690/1].

Endangering Others (VIP)

Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property. Endangering others is defined as any act that a student may reasonably be expected to know may jeopardize the health or safety of students, school personnel, or other persons.

False Use of Emergency Call Button (VIP)

Emergency call buttons located in classrooms are for the express use of school personnel for the safety of students and school personnel. Pressing the call button without cause is prohibited; such action is subject to disciplinary consequences.

False Fire Alarm (Tampering w/Safety Equipment)/False 911 Calls (VIP)

Setting off false fire alarms or tampering with fire extinguishers or defibrillators is unlawful. Students will receive maximum consequences for such action.

Fighting/Hitting/Punching/Physical Assault (FGH, FSC, FOF)

Any physical contact resulting in a disruption or physical harm will be subject to disciplinary action. Disputes between school community members are to be settled through proper channels, such as peer mediation. Any student who incites, encourages, and/or instigates a fight between other parties will be dealt with accordingly. Planning, organizing or participating in a "food fight" (even tossing one piece of food) or other riotous acts will result in disciplinary consequences. **Violations of the Fighting/Hitting/Punching/Physical Assault policy are cumulative over the student's attendance in D117.**

Forgery (FOR)

Forgery is the false and fraudulent making or altering of a written or printed document, using such documents, or verbally misrepresenting yourself. Forgery also involves falsely identifying yourself on the telephone or in person by giving a false name or identity.

Gang Activities (GAP)

The presence of gangs, gang activity, and gang-related material causes a substantial disruption of educational activities. A "gang" is defined as any group of two or more persons whose purpose includes committing illegal acts. The following rules are designed to prevent disruption and prohibit gang activities by restricting actions that foster such activities or endanger others who do not intend to show gang membership or affiliation.

No student on or about school property or at any school activity:

A. Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, tattoo, or other things that may be viewed as evidence of membership or affiliation in any gang. This includes the wearing of coats and hats during the school day that represent gang affiliation
B. Shall commit any act or omission, or use any speech, either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in a gang
C. Shall use any speech or commit any act or omission promoting the interests of any gang or gang activity, including but not limited to:
    a. Soliciting others for membership in any gangs;
    b. Requesting any person to pay protection or otherwise intimidating or threatening any person;
    c. Committing any other illegal act or other violation of school district policies;
    d. Inciting other students to act with physical violence upon any other person

Violations of the gang policy are cumulative. Each violation will result in a more serious consequence.

Hallway Passes (VIP)

Students are expected to have an appropriate pass whenever they are in a hallway during a class period. If a student must leave class at any time other than passing period, the student should have a pass issued by the classroom teacher. Students not having a valid pass will be issued an appropriate disciplinary intervention. Office passes delivered to the classroom teacher will be time-stamped.

Harassment

A. **Sexual harassment (HRS)**

    It is the policy of the Board of Education of District #117 to provide students and staff with an environment free of unwelcome sexual advances or sexual harassment. For this policy, sexual harassment is defined as follows:

    "Sexual harassment" means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

        a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's ability to participate in or benefit from an educational program or activity

b. Submission to, or rejection of, such conduct by an individual is used as the basis of educational decisions affecting such individuals.
c. Such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile, or offensive educational environment
d. Verbal or physical conduct of a sexual nature includes, but is not limited to:
    i. sexually oriented verbal "kidding," remarks, innuendoes, leers, gestures, jokes, graffiti, or questions of a sexual nature
    ii. sexually oriented touching, patting, pinching, pulling of clothing, or intentionally brushing against, or making intentional unpermitted physical contact with another individual
    iii. exhibitionism (indecent exposure) by removing one's own or another's clothing
    iv. suggestion or insinuating sexual involvement
    v. subjecting individuals to embarrassment, hostility, humiliation, or intimidation due to gender or sexual orientation
e. Sexting, which, for purposes of this procedure, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.

Students who believe that they are the victims of sexual harassment are encouraged to discuss the matter with a teacher, counselor, or a member of the District 117 administrative team. Students who sexually harass other students or staff members are subject to discipline pursuant to the District's Discipline Policy. School Board Policy 7:20 clarifies school policy regarding sexual harassment.

B. **Intimidation (HRT, HRD, HRL, HRO, HRC)**

Engaging in behavior that prevents or discourages another student from exercising his/her rights to an education based on factors including, but not limited to, physical/mental disabilities, gender, race, sexual orientation, other protected group status, or pertaining to a student's class standing or co-curricular / extra-curricular activity affiliation. Such prohibited behavior includes using threats, coercion, or force against students, school personnel, and/or school visitors.

C. **Hazing (HRT)**

Intentional, knowing, or reckless act directed against a student by one person or acting with others, whether on campus or off, that endangers a student's mental/physical health or safety to be initiated into, holding office in, or maintaining membership in any student organization. This behavior can include but is not limited to, verbal or non-verbal harassment, physical harassment, mental or physical discomfort, intimidation, embarrassment, ridicule, bullying, or any other demeaning activity. Incidents must be reported immediately to an administrator's office.

D. **Racial harassment (HRR)**
Engaging in derogatory behavior towards another individual including, but not limited to; race, color, ancestry, national origin, ethnicity, religion, or creed, followed by the other individual. Any acts fostering or promoting organizations related to the performance of hate crimes will also be considered within this category.

E. **Threat (HRT)**
Any expression, written verbal, or physical, that may cause a concern to an individual's life, property, or family, etc.

Violations of the Harassment policy are cumulative. Each violation will result in a more serious consequence.

Identification Card (VIP)

All students attending Antioch/Lakes Community High School are required to carry an Antioch/Lakes Community High School Identification Card during school hours and at school activities. Lost or stolen identification cards are to be replaced immediately in the Attendance Office. ID cards are necessary to purchase food items in the cafeterias, enter the library, check out books from the library, board a bus, and be admitted to school dances. If your ID card is lost, there will be a cost to replace your identification card. **For the safety of all ACHS/LCHS students, identification cards must be presented to faculty and staff upon request.**

Insubordination (INS)

Insubordination is defined as the refusal to comply with reasonably established and well-defined classroom and school rules, and regulations or the refusal to obey reasonable directions or instructions of school personnel. Students are expected to respect all adult personnel's authority and cooperate with their requests. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification, submit to a search, or failure to respond to a Dean's office pass.

Misconduct, General

A. **Bus (MBU)** – Any action that violates bus/school expectations while being transported by a school vehicle or contracted service
B. **Classroom (MCL)** – Any action that violates specific/school expectations while in a curricular environment
C. **Gross (MGR)** – Any misconduct that is viewed to be a serious breach of school policy as determined by school personnel
D. **Repeated Referral (MRR)** – An excessive number of referrals as determined by school personnel in a given period of time resulting in elevated consequences for subsequent referrals
E. **On Campus (MOC)** – Any breach of school expectations while in a curricular or non-curricular environment(s). Students are expected to be in their assigned classrooms at all times. Therefore, students who are consistently found gathering in bathrooms, near vending machines, in the commons or other non-designated areas may be subject to discipline.

F. **Off Campus (VOC)** – Any breach of school expectations while off school campus. Includes activities outside of the school day and co-curricular events that create a substantial disruption to the school environment, involves threats or harassment, or violates specific school policies
G. **Disrespect (MDR)** – Any behavior disrespectful to oneself or others while on campus
H. **Non-truth (MLY)** – Any behavior considered deceptive or misleading towards oneself or others while on campus
I. Vandalism (MVD) – Students who deface, damage or destroy school property, or the property of another person, will be charged for the cost of repairing the damage and will face appropriate disciplinary action.

Parking/Driving (VPD)
District 117 considers driving to school a privilege. Violations of parking regulations may result in disciplinary action and/or revocation of parking privileges. Any driving behaviors deemed unsafe by an employee of ACHS/LCHS may receive consequences. Students are not permitted to drive to Tech Campus unless with prior written administrative approval.

Physical Assault – Student or Staff Member (PAS)
Physical assault is defined as any physical action intended to do harm to another individual.

Possession or Use of Unauthorized Electronic Devices (PCD)
See the Student-Owned Electronic Devices section of this handbook for details.

Profanity (PRG, PRS)
Profanity is defined as inappropriate written, verbal, or nonverbal language, as determined by a staff member.

Truancy and Unexcused Tardies
Students are expected to be in school on every day of attendance unless otherwise excused, on time and in their assigned seat by the start time for each class period.

A. **Truant Entire Day (TED)** – Instances in which a student is absent from a full day of school without parent/guardian permission
B. **Truant Single Period (TES)** – Instances in which a student is absent from one or more single periods
C. **Tardy to Class (TTC)** – Instances in which a student has been marked tardy to class on one or more instances by a teacher
D. **Tardy to School (TTS)** – Instances in which a student has arrived late to the start of the school day

Theft (TSP)
Theft is defined as any unauthorized removal or possession of a student's or staff member's personal property or school property. Such action may result in disciplinary action and/or police referral commensurate with the offense.

Threats (THR)
Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

Trespass (TRE)
Students are not permitted in any restricted building area without administrative approval. While serving an out-of-school suspension, a student may not be allowed on, or adjacent to, school property. Violations will result in further disciplinary action. Students who are in the building after school hours will be considered trespassing if they are not under the supervision of a staff member. Trespassing also includes operating an unarmed aircraft system or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

Unauthorized Possession/Distribution of Inappropriate Printed Material (UDM)
There is to be no sale of any material not expressly permitted by the Board of Education and/or the District #117 Administration. Non-school items or publications must be submitted to the Principal for examination and approval before distribution. Determination by the Principal or a designee, regarding time and place of distribution, will be made within 24 hours of submission.

Violations and Improper Procedures (VIP)

A. **Failure to Serve Detention (VDE, VDT)** – Failure to report for an assigned detention or in-school suspension will result in additional consequences.
B. **Improper Procedure** – Improper procedure is defined as the failure to follow procedures outlined in the Student/Parent Handbook. Examples include, but are not limited to, failure to sign in to the Attendance Office upon late arrival, failure to sign out of the Attendance Office for a pre-arranged early dismissal, or failure to sign in or out of any office.
C. **Laser Pointer/Pen –** The use of laser pointers or pens is prohibited at ACHS/LCHS. Lasers will be confiscated and returned only to the student's parent or guardian.

Weapons/Explosives (WPN, EXP)
Using, possessing, controlling, or transferring a firearm or "look alike," knife, brass knuckles, or other drone to be used to cause bodily harm. The possession of explosives (firecrackers, cherry bombs, smoke bombs, homemade bombs, etc.) at school, whether they are intended to explode or not, is prohibited by law. The same applies to firearms, ammunition, knives, or any other weapons,

whether concealed or not. No student shall be in possession of any object, which could reasonably be considered as a potential hazard to another person or threaten another person's safety. LEGAL REF.: Gun-Free Schools Act, 20 U.S.C. sec. 3351 et seq. 20 U.S.C. sec. 6081.105 ILCS 5/10-20.14, 5/10-21.10, 5/10-22.6, 5/24-24, and 5/31-3.720 ILCS 5/12-6.1 23 Ill. Admin. Code sec. 1.210 and 1.280.CROSS REF.: 5.230 (maintaining student discipline), 6.110 (truant's programs), 7.70 (truancy), 7.130 (student rights and responsibilities), 7.140 (search and seizure), 7.150 (police interrogation), 7.160 (student appearance), 7.170 (vandalism), 7.180 (closed campus), 7.200 (suspension procedures), 7.210 (expulsion procedures), 7.220 (bus conduct), 7.230 (student with disabilities), 7.240 (co-curricular), 8.30 (conduct on school property).

Privileges

Privileges are anything that is outside of the regular school day. Students who are not in academic or behavioral good standing may lose privileges. Some examples of privileges are, but are not limited to, sports, dances, graduation ceremony, driving to school, school internet, clubs, etc.

Extracurricular Activities

District 117 are members of the Northern Lake County Conference (NLCC). Member schools include: Antioch, Grant, Grayslake North, Grayslake Central, Lakes, North Chicago, Round Lake, and Wauconda High Schools.

District 117 offers a wide variety of sports and competitive activities. The objectives of these various programs are similar in that they teach or enhance:

1. Sportsmanship
2. Rules of the game
3. Physical development
4. Coordination
5. Leadership
6. Discipline
7. Group cooperation
8. Skill development

Student Athlete Concussions and Head Injuries

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols. [Cross Reference: PRESS 7:305, Student Athlete Concussions and Head Injuries]

Sportsmanship

Good sportsmanship is the attitude and behavior that exemplifies positive support for the interscholastic programs of the Northern Lake County Conference as well as for the individuals who participate in these programs. Persons involved in all facets of the interscholastic program are expected to demonstrate respect for others and display good sportsmanship.

A goal of the Northern Lake County Conference for interscholastic competition is to teach important values while enriching the educational experiences of young men and women. Good sportsmanship is one of those values.

Student spectator expectations

High school athletic competition provides learning experiences for students and sometimes mistakes are made. Praise student athletes in their attempt to improve themselves as students, athletes, and individuals.

1. A ticket is a privilege to observe the contest, not a license to verbally assault others.
2. Learn the rules of the game.
3. Show respect for the home and opposing players, coaches, spectators, and fan sections.
4. Respect the integrity and judgment of the game officials.
5. Recognize and show appreciation for an outstanding play by either team.
6. Controlled substances will not be tolerated.
7. Use only those cheers that support and uplift the teams involved.
8. Obey the rules and regulations set forth when a guest of any Northern Lake County Conference school.

Athletic Training Rules and Eligibility Requirements

Students participating in interscholastic athletics at Antioch and Lakes Community High Schools are required to complete an online registration process. Parents/guardians and students must complete registration prior to participation, indicating an understanding of the rules and agreement to comply. Student athletes must achieve academic eligibility requirements as specified by the District 117 Board of Education. In addition, athletes are required to have an annual physical examination and present proof of insurance. Physical examination forms may be obtained from the Athletic Office.

Code of Sportsmanship for Spectators

1. Greet visitors with friendly applause.
2. Respect the property of the school.
3. Respect the authority of supervisory personnel and D117 staff at all times.
4. Refrain from applauding mistakes by opponents or penalties called against them.
5. Show respect for an injured player when she/he is removed from the contest.
6. Encourage your team by cheering for them – refrain from booing or making disparaging remarks about the team or officials.
7. Respect the judgment and strategies of the coach and the efforts made by the players.
8. Refrain from throwing objects of any kind.
9. Refrain from criticizing players, coaches, or officials during or following the contest.
10. Refrain from physically or verbally abusing supervisory personnel.

Meetings

All regular meetings of school sponsored activity groups must be held in school and be directly supervised by an advisor. No social function of any type relating to the school may be held at homes of teachers or students without special permission of the administration.

Evening meetings or activities must be adjourned no later than 9:30 p.m. on school nights. Any deviation from this regulation must be approved by the administration prior to the meeting.

Health Center

A Health Center is provided for the convenience of students and staff. A full-time nurse is available to consult with students regarding health concerns, to provide first aid, and to recommend further medical attention. Written authorization by the student's physician and parent is required for the administration of both prescription and nonprescription medicines. **All medications** need to be taken directly to the Health Center. Please see medication procedures for more clarification. In addition, per Illinois law, we request that a parent/guardian submit to the nurse an annual health action plan for your student for conditions including, but not limited to, asthma, severe allergies, diabetes, and/or seizures.

Students are required to obtain permission from a staff member to go to the Health Center. If a student is feeling ill, they must be evaluated by the nurse. If it is necessary for the student to leave school, the nurse must have contact with the parent/guardian prior to the student being excused and leaving school grounds.

If the nurse determines that a medical emergency exists, which may necessitate transportation to a medical facility; the following procedures will be followed:

1. 911 emergency services will be called.
2. The parent(s)/guardian(s) will be contacted.
3. If the student's parent(s)/guardian(s) cannot be reached, others listed on the student's emergency medical information form will be called.

Medication Procedure

Students who must take medication during the school day or during school-related activities are to follow these guidelines:

1. Obtain a Medication and Emergency Treatment form each school year from the prescribing physician indicating the reason(s) for the medication and dosage. This statement shall include the telephone number of the physician.
2. Prescription medication must be in a labeled container provided by the pharmacy. The label must include the student name, name of medication, dosage to be given at school, and prescribing physician. This container **MUST** be brought to school by a parent and **MUST** remain at school.
3. Non-prescription, over the counter medication, i.e., Tylenol, Advil, Midol, should be in a sealed container and brought to the Health Office for labeling and securing. All non-prescription medication requires written permission from the parent/guardian and physician on the Medication and Emergency Treatment form, and must be brought in by a parent/guardian.
4. The Medication and Emergency Treatment form and the medication will be maintained in the Health Office.
5. All non-emergency medications will be stored in a locked cabinet.

Self-Administration of Medication

A student may possess an epinephrine injector, nasal spray, auto-injector, and/or an asthma inhaler, insulin and diabetes care prescribed for use at the student's discretion, provided the student's physician and parent/guardian have completed and signed the Medication and Emergency Treatment form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector and/or asthma inhaler, or insulin and diabetes care, or the storage of any medication by school personnel.

Designated Caregiver Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*.

Medical cannabis infused products include oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. **Smoking and/or vaping medical cannabis is prohibited.**

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. Students will not be allowed to drive and must relinquish driving privileges. Student schedules may need to be adjusted. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Parental Notification

In addition to the provision of section 22-30(c) and (c-5) of the school code, a school that has a standing protocol, as defined in section 22-30 of the school code, to administer undesignated epinephrine auto-injectors and/or opioid antagonists shall notify the parents or guardians of each student that the school has instituted the standing protocol and that a student may be administered

epinephrine and/or any opioid antagonist under the circumstances described in section 22-30(e-5) or (e-10) of the school code. Students and their parents/guardians should consult their own physician regarding these medications. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Immunization, Health, Eye and Dental Examinations

Required Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering 9th grades; and
2. Enrolling in an Illinois school for the first time, regardless of the student's grade.
3. Proof of immunization against meningococcal disease is **required** for students entering 9th grade with a second dose to be administered before entering 12th grade

Failure to comply with the above requirements before the first day of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by the required date, the student must present, by the required date, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional. Vaccination compliance information is available upon request through our administration.

Eye Examination

All students entering an Illinois public school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. If you are having trouble obtaining an eye examination, please reach out to your respective building's health office.

Dental Examination

All students entering ninth grade must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

Vision and Hearing Screening

Vision and hearing screening is done annually for students in special education, have been referred by a teacher, or who transfer into District 117. In lieu of the screening, an eye/ear exam form signed and dated within the previous 12 months is acceptable. If religious objection to screening, a signed statement from the parent/guardian must be presented to the Health Office.

Hearing and vision screening is not a substitute for complete hearing and vision evaluation by a doctor.

Individuals conducting vision screening tests shall give a child's parent or guardian written notification, before the vision screening is conducted, that states, "Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months." (Section 27-8.1 of the School Code)

Exemptions

A student may be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the Health Office of administration a signed statement from the student's doctor explaining the objection, and providing the medical contraindication. Requests for medical exemptions may require approval by the Illinois State Board of Education;
2. Religious grounds if the student's parent/guardian presents to the Health Office or administration a completed Certificate of Religious Exemption form signed by the student's doctor and parent/guardian.

In the case of a disease outbreak, if an exemption has been accepted by the school district, the school district will follow the exclusion guidelines as determined by the Illinois Department of Public Health and the Illinois State Board of Education. [Cross Reference: PRESS 7:100, *Health, Eye and, Dental Examinations; Immunizations; and Exclusion of Students*]

Student Services

Homework

Although some class time may be provided for daily assignments, it will be necessary to prepare the major portion of most assignments at home or during a non-scheduled period. Most students who are enrolled in a full course load will need from five to eight hours per week to complete homework. It is suggested that parent(s)/guardian(s), in consultation with their student, identify a place for study where students have the opportunity to concentrate. Parents/guardians are encouraged to contact their student's counselor if help is needed in this area.

Tutoring

Community High School District 117's goal is for every student to succeed. The faculty and staff offer many opportunities to students to help ensure success. Formal and/or informal tutoring during the school day and before and after school is available. Peer tutoring is also available through the National Honor Society (NHS). It is the student's responsibility to seek individual assistance. Teachers may encourage students to seek assistance by calling parents/guardians, scheduling tutoring sessions, etc. Parents/guardians should encourage the student to cooperate with the teachers in this regard. A late bus is free for students who stay for tutoring.

School Safety

Community High School District 117 is committed to developing and maintaining safe and secure working environments for all students and staff. A proactive approach to high-risk and threat-related behavior of students is critical for the provision of safe and secure learning, teaching, and working environments.

Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.
The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district policy, is posted on the school district website. Information can also be obtained from the school office.

If you need assistance, help is also available from the following organizations:

National Suicide Prevention Lifeline
Call or text 988

Crisis Text Line
Text HOME to 741741

Safe2Help Illinois
Call 844-4-SAFEIL (723345)
Text SAFE2 (72332)

Suicide Prevention Hotlines

1. **Text-a-Tip** allows teens to find anonymous, immediate help if they are struggling with drug or alcohol abuse, depression, difficult family situations, bullying, or any of the many challenges they face today.
    a. Anyone who texts "LAKECO" to 1-844-823-5323 will receive an immediate text response from a trained, professional counselor provided by LEAD. The response team consists of licensed/certified mental health professionals from The Child, Adolescent, and Family Recovery Center in Lake Bluff. They are local clinicians who already understand the needs of our communities.
    b. Download the "Lake County Help" app and send a text directly through the app.
    c. Thanks to a system that routes calls through a cloaking server, text messages are completely anonymous, allowing teens to reach out for help without fear. In the case of a life-threatening condition, emergency responders will be notified and given as much information as possible to help the person in need. Text-A-Tip is available for communication of any kind of concern; however, it is primarily intended for community members to use when they need immediate mental health assistance or have a drug/alcohol

abuse concern for himself, herself, or a friend. Please note that adults can also use the service to report concerns.

2. **The 988 National Suicide Prevention Lifeline** is available by dialing or texting 988. The 988 Lifeline provides 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals in the United States.
3. The **Crisis Text Line** is a nonprofit organization that provides free, 24/7, confidential text-based mental health support in English and Spanish. Crisis Text Line is a global nonprofit organization providing free and confidential text-based mental health support and crisis intervention by texting HOME to 741741. The organization launched in 2013, and its services are available 24 hours a day.
4. **Safe2Help Illinois** is a 24/7 program for students to share school safety issues, find resources to get help and find encouragement to help others. Counselors are available by texting "Safe2" to 72332 or dialing 844-4-SAFEIL. Safe2Help Illinois is a 24/7 program where students can use a free app, text/phone, website (Safe2HelpIllinois.com) and other social media platforms to report school safety issues in a confidential environment. Once vetted, the tips will immediately be shared with local school officials, mental health professionals and/or local law enforcement, depending on the nature of the tip. The program also will help local officials by connecting them with mental health resources or other appropriate resources to intervene and help students before they harm themselves or others.

Fines, Fees, and Charges

The School Board may establish fees and charges to fund certain activities. School fees may include, but are not limited to, textbook rentals, workbooks, instructional materials, locks, towels, uniforms and equipment, graduation cap, gown and tassel, charges and deposits for use of school property, charges for field trips, charges to participate in co-curricular activities, charges for specific class supplies, school record fees, and driver education fees. The district does not withhold a student's grades, transcripts, or diploma because of an unpaid balance on the student's school account.

Waiver of Student Fees

Community High School District 117 recognizes that some students may be unable to pay these fees. Students will not be denied the opportunity to participate in curricular and extracurricular programs of the school district due to the inability of parent(s)/guardian(s) to pay fees and charges. Students whose parent(s)/guardian(s) are unable to afford student fees may receive a waiver of the fees. A fee waiver applies to all fees related to school, instruction, and extracurricular activities. Fines for loss or damage to school property are waived for students who meet certain eligibility guidelines. Questions regarding the fee waiver request process should be addressed to the school's fees clerk.

At the beginning of each school year, a copy of the school district's waiver of school fees policy will be available in the school's office and provided to the parent(s)/guardian(s) of each student. Directions on where to find a fee waiver application will be included in school messaging at the start of each school year.

A student shall be eligible for a waiver of a fee when at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs.
2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

Additional consideration for a fee waiver may be given for the following:

1. Illness in the family
2. Unusual expenses such as fire, flood, storm damage, etc.
3. Unemployment
4. Emergency situations; or when one or more of the parents/guardians are involved in a work stoppage.

The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of the student's fees. A single application form should be submitted for each household.

The District office will notify the parent(s)/guardian(s) within 30 calendar days as to whether the fee waiver request has been granted or denied. A denied request shall state the reason for denial and give information regarding an appeal process, including timelines.

A denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent or his designee within 14 calendar days of the denial. An appeal shall be decided within 30 calendar days of the parent's/guardian's request for an appeal. The Superintendent will notify the parent(s)/guardian(s) in writing of his or her decision. A denied request shall state the reason.

No fee shall be collected from any parent(s)/guardian(s) who are seeking a fee waiver in accordance with this policy until the District office has acted or the Superintendent has acted on an appeal, if any, and the parent(s)/guardian(s) has been notified.

Equal Educational Opportunities and Sex Equity

Equal educational and extracurricular opportunities shall be available for all students without regard to color, race, national origin, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, actual or potential marital or parental status, including pregnancy.

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student or parent/guardian with a sex equity or equal opportunity concern should contact their building's Assistant Principal for Student Services.

Any student may file a sex discrimination complaint under the District's Title IX Grievance Procedure.

Any student may file a sex equity complaint under the District's Uniform Grievance Procedure. A student may appeal the Board's decision to the Regional Superintendent and, thereafter, to the State Superintendent of Education.

PUNS (Prioritization of Urgency of Need for Services) Database Information for Students and Parents or Guardians

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.

IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services.

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at https://www.dhs.state.il.us/page.aspx?item=41131.

You may also contact the following District employee for assistance:
Mr. Andrew Seketa
Transition Services Coordinator
andrew.seketa@chsd117.org
847-395-9097

Sex Equity Policy

Community High School District 117 fully complies with Title IX of the Education Amendments of 1972 passed by Congress of the United States as an amendment to the Civil Rights Act of 1964. This law prohibits discrimination based on sex in educational programs that receive federal funds. Due to forthcoming or current parenthood, students are not denied educational rights or benefits. Any intimidation, harassment, or denial of rights or privileges based on sex or exclusion from participation in any activity will not be tolerated. Students who have been excluded from participation in, denied the benefits of, or subjected to discrimination under any activity or program of District 117 may appeal such discrimination by phone or in writing. Such appeals are to be directed to the respective building Principal. A response, in writing, to a complaint will be delivered to the complainant within 10 working days of receipt. If such a response is not satisfactory, the complainant may, in writing, request a hearing before the Board of Education. The Board of Education will hold such a hearing within 35 days of receipt of the request.

Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant or licensed advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital. Appropriate educational services from qualified staff will begin no later than five school days after receiving a written

statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program. A student who is unable to attend school because of pregnancy or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence will be provided home instruction under the following circumstances:

1. Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction.
2. For up to three months after the child's birth or a miscarriage.
3. When a student must care for his or her ill child if:
    a. The child's physician, physician assistant, or advanced practice registered nurse informs the school, in writing, that the child has a serious health condition that would require the student to be absent from school for two or more consecutive weeks; and
    b. The student or the student's parent/guardian informs the school, in writing, that the student needs to care for the child during this period.
4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization informs the school in writing that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.

The school may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction. Please review this material with your school board attorney before use. Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

For information on home or hospital instruction, contact the Student Services Office.

Speech and Expression

The Board of Education recognizes that student speech or expression may be limited in the school environment. Pursuant to this policy, the following types of speech or expression are prohibited:

1. Any lewd, indecent, vulgar, or hate speech.
2. Any abusive or profane language directed toward others.
3. Any obscene or offensive gestures or representations directed at others.
4. Any obscene, profane, or hate literature or posters.
5. Any organizing of students that leads to disruption of or cessation of classes.
6. Any speech, expression, or representation that promotes violence.

Graduation Participation Policy

Students who have qualified to graduate but choose not to participate in the voluntary Commencement Ceremony will be issued a diploma the following week. To be eligible to participate in the Commencement Ceremony, the following requirements must be met:

1. The student must have completed all District 117 curriculum requirements for graduation and have fulfilled all state testing requirements.
2. The student must attend and complete Commencement practice.

Admission tickets to the Commencement ceremony will be divided equally among participating members of the senior class. Seniors who do not need the designated disbursement may be requested to share their extra tickets with classmates needing more tickets.

Early Graduation

The superintendent or designee shall implement procedures for students to graduate early, provided they finish 7 semesters of high school and/or meet all graduation requirements. The Early Graduation application must be filed through the student's counselor no later than the first day of school of the student's 7th semester. Seniors who are approved to graduate early are eligible to apply for scholarships and awards. For graduation requirements see the District 117 Curriculum Guide or your school counselor.

Free Application for Federal Student Aid (FAFSA) Graduation Requirement

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

1. File a FAFSA with the United States Department of Education or, if applicable, an alternative application for federal financial aid.
2. File a waiver indicating that the parent or guardian or, if applicable, the student understands the FAFSA and application for State financial aid and has chosen not to file an application.

Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement.

A school district must award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (1) the student has met all other graduation requirements, and (2) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver.

Assistance with FAFSA Application

The following individual(s) has/have been designated by the school to assist senior students with questions related to the Free Application for Federal Student Aid (known as FAFSA) or to refer senior students to other appropriate resources.

The school offers a variety of services aimed at helping senior students complete FAFSA paperwork, including the opportunity to receive help during the school day in completing the student's portion of the FAFSA application.

Contact your building's post-secondary counselor or your student's school counselor for support with completing the FAFSA.

Student Services and Records

The purpose of the ACHS and LCHS Student Services Departments is to assist students in experiencing success in high school, to meet graduation requirements, and to develop a sound plan for post-high school education and/or employment.
All counselors participate in the planning and operating the College and Career Center and Student Services Department programs.

Counselor Services to Students

District 117 school counselors provide the following services:

1. Offer academic advice, monitoring, and assistance with study skills.
2. Offer advice and resources regarding careers and colleges.
3. Provide information regarding the financial aid process.
4. Support and intervention for problems interfering with school performance.
5. Serve as a student advocate.
6. Assist with the student's orientation to Antioch/Lakes Community High School.
7. Provide information regarding community resources.

The Student Services Department also conducts group guidance activities aimed at assisting students in achieving success in school and preparing for the future. Students may make appointments to see their counselors during their unscheduled time. Students will not be excused from class time for counselor appointments, except for emergencies.

Permanent Record

A permanent record is created for each student upon his/her entering Antioch/Lakes Community High School. All grades and Illinois state testing requirements become a part of this record. The permanent record is reproduced and forwarded in conjunction with applications for college, employment or transfers. Students 18 years or older or parent(s)/guardian(s) must sign a release granting permission for a transcript to be sent.

Recommendations for college, employment, or other statements regarding a student's performance are provided only with the student's or parent(s)/guardian(s) written release. Students may retain or waive their right to view such recommendations.

Transfering Students

Students who have earned credits at another high school will have such credits evaluated for transfer, based on credits earned for comparable attendance at Antioch/Lakes Community High School. Hours of attendance, duration of class periods, graduation requirements, and accreditation vary among schools. Therefore, credit evaluation is based on the best possible academic preparation in a minimum of four (4) years of attendance.

Students transferring into District 117 from out of state or from another Illinois public school district are required to provide an Illinois Student Transfer Form (ISBE 33-78) to verify whether or not the student is "in good standing" and are required to have up-to-date medical records. Community High School District 117 does not admit new students from Illinois public schools unless the transferring student is "in good standing". ("In good standing" means that the student is not being disciplined by an out-of-school suspension or expulsion and is entitled to attend class as of the date of the signature by the principal of the student's former school.)

Seniors transferring into Antioch/Lakes Community High School must attend a minimum of one semester to receive a diploma from Antioch /Lakes Community High School.

Full-Time Status

Community High School District 117 students are required to maintain full-time status unless it can be documented otherwise due to medical conditions. Full-time status is defined as carrying a minimum of 3 potential credits per semester.

Grade Level Classification

Credits are awarded at the end of each semester. One-half credit is awarded for each semester-long course passed. Students will be evaluated at the beginning of each academic year to determine if they are on track to graduate.

Illinois State Required Exam for Graduation

Illinois has participation in the Illinois state required exam as a condition of graduation eligibility. Students must take the required Illinois exam before their graduation date. Students are eligible and expected to participate in the Illinois state-required exam in the spring of their junior year. Students who do not participate in the spring of their junior year due to illness or other extenuating circumstances must participate on the assessment date during their senior year.

Honor and High Honor Graduates

Community High School District 117 schools do not recognize valedictorian and salutatorian designations. At graduation, designations for honor and high honor graduate status are conferred. Only full-time students are eligible for honor roll status. High honor and honor graduate status is awarded according to Board Policy as follows:

Honors: Cumulative weighted GPA of 3.6;

High Honors: Cumulative weighted GPA of 4.0 and no grade lower than "C".

Credit for Non-District Experiences

A student may receive high school credit for successfully completing any of the listed courses or experiences even when it is not offered in or sponsored by the District:

1. Distance learning course, including a correspondence, virtual, or online course.
2. Courses in an accredited foreign exchange program.
3. Summer school or community college courses.
4. College or high school courses offering dual credit at both the college and high school level.
5. Foreign language courses taken in an ethnic school program approved by the Illinois State Board of Education.
6. Work-related training at manufacturing facilities or agencies in a Tech Prep Program.
7. Credit earned in a Vocational Academy.

Students must receive pre-approval from the building principal or designee to receive credit for any non-district course or experience. The building principal or designee will determine the amount of credit and whether a proficiency examination is required before the credit is awarded. Students are responsible for fees, tuition, supplies, and other expenses. Students are responsible for (1) providing documents or transcripts demonstrating successful completion of the experience, and (2) taking a proficiency examination, if requested. The building principal or designee shall determine which, if any, non-District courses or experiences, will count toward a student's grade point average, class rank, and eligibility for athletic and extracurricular activities.

Accelerated Placement

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to early entrance to kindergarten or first grade, accelerating a student in a single subject, and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the building principal for additional information.

For each student who meets or exceeds State standards in English language arts, mathematics, or science on a State assessment, the school district is required by State law to automatically enroll the student in the following school year in the next most rigorous level of advanced coursework offered by the high school as follows:

a. A student who meets or exceeds State standards in English language arts shall be automatically enrolled into the next most rigorous level of advanced coursework in English, social studies, humanities, or related subjects.

b. A student who meets or exceeds State standards in mathematics shall be automatically enrolled into the next most rigorous level of advanced coursework in mathematics.

c. A student who meets or exceeds State standards in science shall be automatically enrolled into the next most rigorous level of advanced coursework in science.

Dual Credit

A student who successfully completes a dual credit course may receive credit at both the accredited college and high school. The family assumes all responsibility for tuition and fees. Some students must provide their own transportation to the institution where the course is taking place, and the student completes a secondary education reference form signed by designated school officials.

Withdrawal and Late Enrollment

A student will be considered to have officially withdrawn from Antioch/Lakes Community High School upon completing a withdrawal form from Student Services.

Enrollment Requirements

The schools of the district do not refuse to enroll a student because of a student's failure to present his/her permanent or temporary records from a school attended previously.

Military Families Rights

The Board of Education has a policy stating if a pupil's change of residence is due to the military service obligation of the person with legal custody of a student, he/she may, with a written request from the legal custodian, maintain his/her residency as determined prior to the military obligation.

The district allows a dependent of United States military personnel who is housed in temporary housing located outside of the district to enroll if the dependent will be living within the district within 6 months after the time of initial enrollment and the military personnel seeking to enroll the dependent under this exception provides proof that the dependent will be living within the boundaries of the district within 6 months.

Controversial Curriculum Topics

As in all areas, parents/guardians are a child's first and most influential teachers. Parents/guardians and schools share a common goal: we want students of all ages to be educated in all aspects of their lives. CHSD 117 understands that as a parent or guardian, you have the right to excuse your child from certain topics in our curricula. Please review the topics in the various syllabi provided to your child. Each student will be included in learning all content found in each syllabus unless you request that he/she be opted out during that specific time of learning. If opted out, your student will be provided with an alternative assignment. If you want to opt-out your child from a specific topic, please contact your child's teacher or the department's chair within two weeks of the start of the semester.

Homeless Child's Right to Education

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

1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

2. Enrolling the child in any school that non-homeless students who live in the attendance area where the child or youth is actually living are eligible to attend.

Family Life & Sex Education Classes

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 6-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this section prohibits instruction in sanitation, hygiene, or traditional courses in biology. Parents/guardians may examine the instructional materials to be used in any district sex education class or course.

English Language Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging state standards that all children are expected to meet. Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging state academic standards expected of all students.
For questions about this program or to express input in the school's English Language Learners program, contact Ms. Rachel Balcer at 847-838-7907.

Parental Right Notifications

Teacher Qualifications

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

1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under an emergency or other provisional status through which state qualification and licensing criteria have been waived;
3. Whether the teacher is teaching in a field of discipline of the teacher's certification;
4. Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office at 847-838-7100 (LCHS) or 847- 395-1421 (ACHS).

Standardized Testing

Students and parents/guardians should be aware that the state and district require students to take certain standardized tests.

Parents/guardians are encouraged to cooperate in preparing students for standardized testing because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents/guardians can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize to students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

District Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the District's website at www.chsd117.org.

Student Privacy Protections

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information, and administration of certain physical examinations for students. Copies of these policies are available upon request.

Surveys

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

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions. Parents/guardians who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

Surveys Requesting Personal Information

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

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

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Complaints About Curriculum, Instructional Materials, and Programs; Ability to Opt-Out of Certain Course Content and Programs

Parents or guardians have the right to inspect all instructional materials used as a part of their child's education. If you believe that curriculum, instructional materials, or programs violate rights guaranteed by any law or Board policy, you may file a complaint under the District's uniform grievance policy.

Parents or guardians with other suggestions or complaints about curriculum, instructional materials, or programs should complete a Curriculum Objection Form, which is available from the school office. A parent or guardian may also request that their child be exempt from using a particular instructional material or participating in certain course content or programs by completing a Curriculum Objection Form.

Exempting a child from using instructional material or refusing to allow a child from taking or participating in course content or a program that allows parents or guardians to object in writing and/or opt their child out of participation shall not be reason for disciplinary action or academic penalty to the student.

Selling or Marketing Students' Personal Information Is Prohibited

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including (1) a student or parent's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a

telephone number, (4) a Social Security identification number or (5) driver's license number or State identification card.
The above paragraph does not apply: (1) if the student's parent/guardian has consented; or (2) to the collection, disclosure, or, use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions.

Work Permits

The Child Labor Law states students between the ages of fourteen and sixteen may not work more than three hours on a school day and never before 7:00 a.m. or after 7:00 p.m. No one under sixteen can be employed outside of school hours or during school vacations "in dangerous or hazardous factory work, at a place that serves alcohol, or in any occupation otherwise prohibited by law."
Students who are 14 or 15 years of age and plan to work after school hours or during vacations must obtain a work permit from the Student Services office. A parent/guardian must sign the application in person to obtain a permit. The following items must be presented with the application:

1. Letter of intent to employ on company letterhead,
2. Proof of age in the form of a Birth Certificate, Baptismal Certificate, or Life Insurance Policy,
3. Social Security card,
4. Current physical within 1 year of the application date. Work permits are valid for one year from the date of issuance.

School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who cannot meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings, and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

Notice of Non-Discrimination

Equal education and co-curricular opportunities, including programs, activities, services or benefits, shall be available for all students regardless of race, color, national origin, sex, religious beliefs, physical and mental handicap or disability, and actual or potential marital and parental status. Inquiries concerning the implementation of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act, should be directed to the Principal.

Notice Concerning Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working

in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses.

The 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 school 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 copyrights 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 access arrangements and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional 5 business days in which to grant access. The District charges $.35 per page for copying, but no one will be denied the right to copy their records because they cannot pay this cost. 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 is 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 consist of 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 the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought should be clearly identified. 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, or 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 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 and 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 when 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, 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; to the Illinois Department of Human Services (DHS) for the sole purpose of assessing or evaluating the student's eligibility for Medicaid waiver benefits consistent with the rules adopted by DHS; 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 assist 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.

   Throughout the school year, the District may release directory information regarding students, limited to Name, Address, Grade level, Birth date, Parent/guardian names, addresses, electronic mail addresses, 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, or period of attendance in school. Families are invited to consent to the release of directory information during the registration process.

7. **The right to request that military recruiters, institutions of higher learning, and the Illinois Student Assistance Commission not be granted access to your student's information without your prior written consent.**
   Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, email addresses, and telephone numbers, unless the student's parent/guardian, or a 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. Similarly, State law requires a secondary school to provide to military recruiters, public institutions of higher education, and the Illinois Student Assistance Commission access to the same types of information, in addition to a secondary student's birth date, unless the student's parent/guardian submits a written request before the end of the student's sophomore year (or if the student is a transfer student, by another time set by the District) that such information not be released. If you wish to opt your child out of the release of this information so that it is not released without your prior written consent, notify the building principal where your student is enrolled for further instructions. Students age 18 and older may also opt out by contacting the building principal for further instructions.
8. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege, or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
9. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:
U.S. Department of Education
Student Privacy Policy Office
400 Maryland Avenue, SW
Washington DC 20202-8520

Access to Non-School Sponsored Publications

Non-School Sponsored Publications Accessed or Distributed On Campus

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

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

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

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

Non-School Sponsored Publications Accessed or Distributed Off-Campus

A student engages in gross disobedience and misconduct and may be disciplined for creating and/or distributing a publication that: (1) causes a substantial disruption or a foreseeable risk of a substantial disruption to school operations, or (2) interferes with the rights of other students or staff members.

Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if the student is over 18. Biometric information is collected from students based on their unique characteristics, such as a fingerprint, voice recognition, or retinal scan.

Accommodation of Disabilities

Any parent or student requiring accommodations to attend a school activity or function, including parent conferences, board meetings, and school programs, should contact the respective coordinator of special education in their building of attendance.

Accommodating Breastfeeding Students

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant. Reasonable accommodations include, but are not limited to:

1. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
2. Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.
4. Access to a place to store expressed breast milk safely.
5. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child, or attend to health needs associated with breastfeeding (including eating, drinking, or using the restroom).
6. The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Complaints regarding violations of this procedure should be made to the District's Complaint Manager or Non-Discrimination Coordinator.

Individuals with Disabilities Education Improvement Act (IDEIA)

Community High School District 117 fully complies with the AMERICANS WITH DISABILITIES ACT (ADA) and Section 504 of the 1973 Rehabilitation Act. These laws prohibit discrimination based on a handicap. Students who have been excluded from participation in, have been denied the benefits of, or have been subjected to discrimination under any activity or program of Community High School District 117, may appeal such discrimination to the respective building principal.

Special Education

Community High School District #117 serves students with special needs in the categorical areas of learning disabilities, emotional disabilities, intellectual disabilities, physical disabilities, speech and language disabilities, hearing and vision impairments, as well as other health impairments. Students with special needs are served in a range of service delivery models. The goal is to meet students' educational and social-emotional needs, within the least restrictive environment, appropriate to the individual child. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. To offer a full continuum of educational options, the District may employ outside agencies to provide services unique to the individual child and their families. A student must have an Individual Educational Plan (I.E.P.) to receive special education services. Inquiries about services can be directed to Mr. Justin Somerville, LCHS Special Education Coordinator, at 847-838-7296 or Ms. Randee Kallison, ACHS Special Education Coordinator, at 847-395-9401.

The following contains numerous policies and procedures applicable to students with disabilities. Included are policies detailing student and parent rights and discipline of students with disabilities: Education of Children with Disabilities, Discipline of Students with Disabilities, Exemption from PE Requirements, Certificate of High School Completion, and Access to Classroom for Special Education Observation or Evaluation. The information listed below is detailed in the Notice of Procedural Safeguards for Parents/Guardians of Students with Disabilities. This document is

provided to students with special needs and their parents/guardians each year. For a copy of these safeguards, please contact the ACHS/LCHS Student Services Department or go to www.isbe.net.

Related Service Logs

For a child with an individualized education program (IEP), the school district must create related service logs that record the related services administered under the child's IEP and the minutes of each type of related service administered. The school will provide a child's parent/guardian with a copy of the related service log at the annual review of the child's IEP and at any other time upon request.

Under House Bill 3586 PA 101-05015), Parents/Guardians can request related service logs indicating dates/times of services provided through their child's Individualized Education Plan (IEP). Service logs will be maintained throughout the year and made available at IEP meetings and when requests are received in writing.

Students with Disabilities who do not qualify for an IEP

Students with disabilities who do not qualify for an individualized education program under the federal Individuals with Disabilities Education Act may be eligible for services under Section 504 of the federal Rehabilitation Act of 1973 if the student:

1. Has a physical or mental impairment that substantially limits one or more major life activities,
2. Has a record of a physical or mental impairment or
3. Is regarded as having a physical or mental impairment.

To inquire about the identification, assessment, and placement of students, contact Student Services.

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures for using behavioral interventions for children with disabilities.

Discipline of Special Education Students

The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Section 504

A student who may need special services or programs within the intent of Section 504 is one who:

1. Has a physical or mental impairment that substantially limits one or more major life activities, including learning or
2. Has a record of such impairment; or
3. Is regarded as having such impairment.

Students may be eligible for services under the provisions of Section 504 even though they do not require services pursuant to the Education of the Handicapped Act, P.L. 94-142, P.L. 105-17 (EHA/IDEA). Please contact your child's assigned counselor for questions about a particular student's educational placement.

Alternative Educational Services

Community District #117 may provide an alternative educational setting for students who have yet to successfully progress toward a high school diploma while enrolled in the regular curriculum. An administrator/counselor committee will determine placement recommendations. Space in this program is limited.

Annual Parental Notice For Access To Public Benefits Or Insurance

Notification of Release of Information

We appreciate the opportunity to educate your child. As the cost of educating children with special needs continues to increase, we seek sources of funding to recoup those costs. In some cases, services provided pursuant to your child's IEP qualify for Medicaid reimbursement. This notice reminds you of your rights under the Individuals with Disabilities in Education Act (IDEA). Community High School District 117 may release information about your child to the Illinois Department of Healthcare and Family Services (e.g., Medicaid) and Community High School District 117's agent, as necessary to access your or your child's public benefits or insurance (e.g., Medicaid) for billing and processing claims for reimbursement for covered health-related services and the evaluations for services as outlined in the IEP. The following information may be released to the above-named parties for the reasons stated above in accordance with 34 C.F.R. Part 300:

1. Your child's name, student identification number, and/or Medicaid number
2. Your child's date of birth
3. Your child's referral and evaluation information and reports
4. The dates and times service is provided to your child at school
5. The IEP goals your child is working on with these services
6. The progress your child is making, including progress notes and report cards
7. Description or list of services provided to your child pursuant to your child's IEP and which are covered by Medicaid As stated in IDEA regulations, 34 C.F.R. § 300.154(d)(2)(i)-(iii):
8. You are not required to enroll in public benefits or insurance programs for your child to receive a free appropriate public education (FAPE) under IDEA;
9. You are not required to incur out-of-pocket expenses such as the payment of a deductible or co-pay amount incurred in filing a claim for services provided pursuant to this notice, but Community High School District 117 may pay the cost that you otherwise would be required to pay for such services; and
10. Community High School District 117 may not use your child's public benefits or insurance program if that use would:
    a. Decrease available lifetime coverage or any other insured benefit;
    b. Result in your family paying for services that would otherwise be covered by the public benefits or insurance program and that are required for your child outside of the time the child is in school;

c. Increase premiums or lead to the discontinuation of benefits or insurance or
d. Risk loss of eligibility for home and community-based waivers, based on aggregate health-related expenditures for you or your child.

Procedural Safeguard

A yearly prior written consent will be requested to release personally identifiable information from your child's education records or information about the services that may be provided to bill the agency responsible for the administration of the state's public benefits or insurance program (e.g., Medicaid) for IEP services. After providing your one-time consent, you understand and agree that Community High School District 117 may access your or your child's public benefits or insurance to pay for services under 34 C.F.R. Part 300. You also have the right to withdraw your consent to the disclosure of your child's personally identifiable information to the agency responsible for the administration of the state's public benefits or insurance program (e.g., Medicaid) at any time. A withdrawal of consent or refusal to provide consent to the disclosure of personally identifiable information to the agency responsible for the administration of the state's public benefits or insurance program (e.g., Medicaid) does not relieve Community High School District 117 of its responsibility to ensure that all required services are provided at no cost to you consistent with the principles of FAPE under the IDEA. Your permission is voluntary and may be revoked at any time. You have the right to request a copy of the records disclosed.

Inclement Weather

In case of severe inclement weather, it may be necessary to close school or utilize the District 117 e-Learning plan. Criteria for closing or e-Learning can be reviewed at http://chsd117.org/weather in addition to a description of the means in which an inclement weather decision will be communicated.

Pesticide Application Notice

The district will provide parents/guardians notification prior to the application of pesticides to school grounds. To be added to the list, or if you do not have an email, please contact:
LCHS: Kim Connelly, 1600 Eagle Way, Lake Villa, IL 60046, 847-838-7110
ACHS: Lesia Semitka, 1133 Main Street, Antioch, IL 60002, 847-838-7773
Please keep your email address current in our portal system. Notification will be given before application of the pesticide. Prior notice is not required if there is an imminent threat to health or property.

Asbestos Policy

Community High School District 117 contains friable asbestos-containing building materials. These materials are monitored regularly and maintained in good condition. Copies of the Asbestos Building Inspection/Management Plan are available for inspection upon receipt of reasonable notice. Copies of this plan may be obtained from the school for a reasonable printing fee. This satisfies the mandatory requirements of AHERA.

Mandated Reporters

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or a public charter school within the District. The unsafe school choice option is available to: (1) All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education, and (2) Any student who is a victim of a violent criminal offense that occurred on school grounds during regular school hours or a school-sponsored event.

Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss their child's progress.
2. To participate in a conference at which evaluation and placement decisions may be made regarding their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board. Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, https://isp.illinois.gov/Sor/Disclaimer

Illinois Murderer and Violent Offender Against Youth Registry, https://isp.illinois.gov/MVOAY/Disclaimer

Frequently Asked Questions Concerning Sex Offenders, https://isp.illinois.gov/Sor/FAQs

Sexual Abuse Response and Prevention Resource Guide

The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse,

organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at www.isbe.net or you may request a copy of this guide by contacting the school's office.

Employee Conduct Standards

School districts are required to include the District's Employee Code of Professional Conduct in their student handbook. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found on the District's website or requested from the Superintendent's office.