

**RICH TOWNSHIP HIGH SCHOOL
CENTRAL CAMPUS
WWW.RICHCENTRAL.ORG**

**RICH CENTRAL ADMINISTRATION
3600 W. 203RD STREET
OLYMPIA FIELDS, IL 60461
679-5600**

**ADMINISTRATION
PRINCIPAL**

Mr. Maceo Rainey
708-679-5648

ASSOCIATE PRINCIPAL FOR OPERATIONS

Mr. Xavier Owens
708-679-5633

ASSOCIATE PRINCIPAL FOR TEACHING & LEARNING

Mrs. Sherry Stokes
708-679-5778

ASSISTANT PRINCIPAL FOR ACTIVITIES & ATHLETICS

Dr. Donald Parker
708-679-5794

**INSTRUCTIONAL
LEADERS**

Science

Dr. Rachel Gladney
708-679-5682

Language Arts

Ms. Kara Bickhem
708-679-5778

Vocational Education

Mr. Mike Angel
708-679-5783

Special Education

Ms. Jackie Bailey
708-679-5877

**PUPIL PERSONNEL
SERVICES**

Counselors

Kina Thomas
Freshman Academy
708-679-5644

Margo Anderson: A - Di & M - N
708-679-5645

Debra Witt: Dj - L
708-679-5637

Bryan Craig: O - Z
708-679-5643

Social Worker

Viola Baecher
708-679-5634

Nurse

Ms. Sheila Allen-Stokes
708-679-5820

Deans

Christopher Moore
Freshmen Academy
708-679-5894

Helga Spoolstra:
Sophomores
708-679-5817

Errol Dice:
Juniors
708-679-5819

Cynthia Knox:
Seniors
708-679-5816

Psychologist

Kim Groves
708-679-5656

Registrar

Yveta Harrold
708-679-5635

Attendance Clerk

Joan Barrett-Trimble
708-679-5818

2009-2010 RICH CENTRAL HIGH SCHOOL

CLASS BELL SCHEDULES

48 MINUTE CLASS PERIODS

25 MINUTE LUNCH PERIODS

REGULAR DAY SCHEDULE

Early Bird	6:40 – 7:28 AM
1st Period	7:45 – 8:33 AM
2nd Period	8:38 – 9:26 AM
3rd Period	9:31 – 10:19 AM
4th Period (A)	10:24 – 10:49 AM
4 th Period (B)	10:54 – 11:19 AM
5th Period (A)	11:24 – 11:49 AM
5 th Period (B)	11:54 – 12:19 PM
6th Period (A)	12:24 – 12:49 PM
6 th Period (B)	12:54 – 1:19 PM
7th Period	1:24 – 2:12 PM
8th Period	2:17 – 3:05 PM

1:25 DISMISSAL SCHEDULE

Early Bird	6:40 – 7:28 AM
1st Period	7:45 – 8:13 AM
2nd Period	8:18 – 8:46 AM
3rd Period	8:51 – 9:19 AM
7 th Period	9:24 – 9:52 AM
8 th Period	9:57 – 10:25 AM
4th Period (A)	10:30 – 10:55 AM
4 th Period (B)	11:00 – 11:25 AM
5th Period (A)	11:30 – 11:55 AM
5 th Period (B)	12:00 – 12:25 PM
6th Period (A)	12:30 – 12:55 PM
6 th Period (B)	1:00 – 1:25 PM

11:25 DISMISSAL

Early Bird	6:40 – 7:28 AM
1st Period	7:45 – 8:25 AM
2nd Period	8:30 – 9:10 AM
3rd Period	9:15 – 9:55 AM
7 th Period	10:00 – 10:40 AM
8 th Period	10:45 – 11:25 AM

“WHAT TO DO IF...”

Schools are institutions unique from other kinds of organizations in the sense that they are almost totally people-oriented. This directory is prepared for your use to cut through the school's red tape, complex procedures, and generally, to help make your life at Rich Central a little easier and enjoyable. It is difficult to anticipate all of your questions or dilemmas. If for some reason a question does arise that is not listed and you need an answer, the following sources are available to you.

- A. Classroom Teacher
- B. Your Advisor
- C. Your Counselor
- D. An Administrative Liaison
- E. The Dean's Office
- F. Pupil Personnel Office
- G. The Main Office

“SO - WHAT DO I DO IF...”

1. ***I want to know if weather will force Rich Central to close.***

Listen to WCGO, 1600 AM, or any major Chicago radio station. You may also call the school at 708-802-0115 and listen to the voicemail message, or access the following web pages: <http://www.cancellations.com> or <http://www.richcentral.org>. You may call 708-679-5600 for other information.

2. ***I am not going to be able to attend school today.***

Have your parent or guardian call 679-5818, before 7:30 a.m. to report your absence.

3. ***I am going to be late for school.***

If you are late due to a medical appointment, medical emergency, or death in the family, have your parent contact the attendance office at 679-5818 before 7:30 a.m. If you are late for any other reason, you must check in at lock-out to get a tardy pass to class.

4. ***I have to leave school early.***

- A. Have your parent or guardian call 679-5818. Sign out in the Attendance Office.
- B. Any emergency requiring your dismissal will be communicated to you immediately.

5. ***I am feeling ill.***

Go to the Health Center and see the nurse.

6. ***My hall locker won't open, or my combination doesn't work.***

See a dean in the Dean's Office

7. ***I lost my I.D. card!***

See the receptionist in the main office. This card is not transferable. Report the loss to the school cashier immediately. A new card may be obtained for \$6.00 (this includes a new lanyard).

8. ***I lost my bus pass!***

See a dean in the Deans' Office to pick up a temporary bus pass.

9. ***I lost a book! (Hat, mittens, scarf, coat, anything)***

Check the lost and found bins near the dean's office. Check with the bookroom to see if your book was turned in.

The next section is connected with the problems that may occur with a student/teacher relationship. In almost every instance the student should first talk things over with the teacher. Sometimes a third person can help. The person you should talk to about classroom related problems, is either your counselor or the division liaison of the teacher.

Some classroom-related questions or concerns that are experienced by the students:

1. *I'm not getting along with my teacher.*

Discuss this with your teacher, counselor, and/or instructional leader.

2. *I think the grade I received was incorrect.*

First talk with your teacher, and if not satisfied, then talk with the instructional leader.

3. *I'd like to change classes.*

See your counselor. A change may not be possible because of class size, because of extensive disruptions to your class schedule, honors down-track rule, or the deadline for student initiated changes has passed.

4. *I don't understand what is being taught.*

See your teacher immediately for help or assistance before or after school. Attend tutoring sessions and also talk to your parent or guardian.

5. *I have some personal problems.*

You should talk with your counselor, the social worker, or any staff member with whom you feel comfortable.

6. *I feel like dropping out of school.*

Immediately speak to your counselor, dean, school social worker, or school psychologist.

7. *I feel left out of things.*

Talk it over with your counselor. He or she may suggest activities and people you can talk to so that you get involved.

The idea behind these questions and answers is to assist you in feeling comfortable and successful here at the Rich Central Campus; but remember, before anyone can realize your concern, you must make someone aware of the pending problem. It does take TWO people to have a conversation.

RICH CENTRAL STUDENT GOVERNMENT 2009-2010

ATHLETICS/CLUBS/AWARDS

ATHLETICS

Rich Central offers extensive opportunities for those students who are interested in Athletics. During the school year, the following interscholastic sports will be offered:

BOYS:

Baseball	Cross Country	Golf	Football	Basketball
Wrestling	Tennis	Soccer	Track	

GIRLS:

Basketball	Gymnastics	Tennis	Volleyball	Cross Country	Bowling
Softball	Track	Golf	Soccer	Cheerleading	

CLUBS

Clubs at Rich Central are educational activities meeting regularly. Each club has one or more faculty advisors and is subject to the supervision of the Student Council. In order to qualify for a school charter, the activity must identify its aims and objectives and prepare a constitution. Approved clubs are allocated a starting account of twenty dollars by the Student Council. Regular cash account books are kept by the student treasurers. The following co-curricular clubs are available to all students:

There will be no exclusion to membership in school activities by reason of:

1. Grades (Illinois High School Association rules govern interschool activities).
2. Sex (unless of obvious necessity).
3. Year in school (honorary activities and the like are excepted).
4. Other membership (the school schedule is self-limiting).

Fraternities, sororities and secret societies are specifically banned by State Law; Section 31, Article 3, of the School Code of Illinois. It states that "The governing body of any high school shall suspend or expel any pupil who is a member of, or joins, or promises to join, or who becomes pledged to become a member of any public school fraternity, sorority, or secret society."

SCHEDULING ACTIVITIES: All activities to be scheduled must be cleared on the official school calendar in the main office. Activities after 3:10 p.m. must be cleared with the principal's secretary. Student groups holding after school activities must arrange for the attendance of faculty representatives at these meetings. It is expected that clubs and organizations sponsoring meetings, dances, etc. will restore the area to a neat and clean condition. This must be done immediately following the activity unless permission is obtained in advance from the principal. It is the policy of the district not to schedule school events on a Sunday or designated holidays.

Note: Activities scheduled in the gymnasium must be cleared on the school calendar by the Assistant Principal for Athletics and Activities (Room 105).

CLASS MEETINGS: Besides the class meetings held during school hours, in the first week of school and before class elections in the spring, class officers call after school meetings to discuss such things as homecoming plans and class parties. Every student is invited to help carry out class projects.

MUSIC

Students interested in music are encouraged to participate in the instrumental and vocal programs. Students are placed at the various levels on the basis of skill. Freshmen are especially urged to join a freshman chorus or the beginning band. As much individual help as possible is given to each student.

During the school year, all music groups have performances before the public. Groups such as "The Singing Olympians" and the Concert Band also participate in the State Music Contest. (Flag and Drum Corps, Instrumental Music/Band)

PUBLICATIONS

The two major publications produced by students of the Central Campus are the student newspaper, **The Torch**, and the yearbook, **The Oracle**. Although the most important staff positions are usually held by upper-classmen, students in all classes are encouraged to join one or both of these staffs.

The Torch is published regularly during the school year and includes news and feature stories of interest to the Central Campus students and parents. Every student receives a copy of each issue

without charge. The cost of the paper is partially covered by the school budget and partially by advertising solicited from local merchants.

The Oracle represents a pictorial history of the school year. It is a hardbound volume with pictures of all students, faculty members, organizations, and other activities. You can order and pay for your copy of **The Oracle** during the August pre-registration. Also, a sales campaign is conducted in the fall. Students' orders are placed at that time, when the full payment is due. The book is delivered in the spring of the current school year.

SPEECH AND DRAMA ACTIVITIES

A comprehensive program of speech activities is available to interested students. Two all-school plays are held during the school year. All students are eligible to try for acting parts as well as for various stage, costume and lighting positions.

A program of individual speech activities such as comedy reading, extemporaneous speaking, etc. is carried out under the direction of experienced coaches. Participants will have an opportunity to compete against different schools in their specialties.

The Central Campus is represented at all of the State sponsored contests for drama and individual speech events.

STUDENT COUNCIL

The Student Council at the Central Campus serves as a coordinating and regulating agency for many activities at the school. It is the most important student organization. Through it, students have an opportunity to participate in the government of the school. The general responsibilities of the council are to promote better school citizenship, organize activities for the welfare of the students, provide for a democratic solution to student problems, cooperate effectively with the faculty, and secure real practice in democratic living.

One of the biggest jobs of the Student Council is the coordination of the club program. All clubs must submit their constitutions to the council for approval before they are recognized as school organizations. All student concessions are allocated by the council to various clubs. The council assists the administration in scheduling and regulating dances and other activities.

The council is composed of representatives from each of the four classes. All except freshmen members are selected at general elections in the spring. Freshmen members are elected in the fall. Two faculty members act as advisors to the council.

AFRO CLUB

This is a club... and a performing group! AFRO is an abbreviation for African American. If you are an American with an African heritage, or if you have a different heritage, but would like to know more about other cultures...then this club may be of interest to you.

ART CLUB

The art club is designed to offer all students a casual and open environment where interested persons can learn about art activities of their own choice. In order to become a member of the Art Club, students need to attend several meetings during the course of the school year. This helps to facilitate the making of friendships and the completion of the Club goal for the mural. The primary goal of the Club is to help interested students develop skills and to have fun. Special field trips are planned for the fall and spring to augment Club activities.

ASIAN CLUB

The purpose of the Asian club is to promote the Asian culture among the students at Rich Central. The club is a vehicle to enhance the multicultural curriculum and to broaden the students' perspective of their fellow Asian Students. Students visit temples, mosques, Chinatown, Little India, restaurants and museums. The students celebrate Asian holidays and engage in fund raising activities for charities. The Asian club is open to all students with an interest in Asian culture.

BUSINESS PROFESSIONAL OF AMERICA

Business Professionals of America is a national student organization composed of state associations and local chapters serving persons pursuing careers in business and office occupations as well as former members. This organization provides the opportunity for the development of leadership skills, personal and professional growth, and career related competencies. Involvement in Business Professionals will enhance social awareness, civic responsibility, and understanding of business community.

CAMERA CLUB

The Camera Club is open to all interested students. A student is expected to have an interest in learning how to take better pictures, and it is necessary to have a 35mm camera. Club members will learn more about the functions of their cameras, and how to improve composition and technique. If club members wish to learn about the black and white film developing and printing process, the lab and instruction is provided for them. The Camera Club meets frequently during the school year for critiques and to plan activities. The goal of the Camera Club is to provide a time and a place for interested students to talk about their photographs, and in doing so, build both skills and friendships among the members.

CHESS CLUB

The Chess Club offers an opportunity for students to learn the game of chess and to practice chess strategies to improve their game. The club meets every week and students can self-schedule games when the sponsor is available. This is a fun activity that gives chess players a chance to practice and develop their game.

COMPUTER CLUB

The computer club explores new software and hardware, and its implications on business, culture and society.

DECA CLUB

DECA stands for Distribution Education Club of America. It is a club for marketing and distribution education students. The club is intended to enhance the knowledge and skills of the students who are enrolled in business courses. Specifically, all the Internship Class students are members of the club. This class emphasizes instruction in the areas of sales, product and services promotion, retail merchandising, hotel and restaurant careers. Transportation and human services careers are also included in the list. Basically, all the careers involved in getting the manufactured product from the place of origin to the wholesalers and ultimately to the consumer are included in the distribution schematic. Computer tech careers are emphasized too.

DRAMA CLUB

Rich Central's Drama Club produces two plays a year -- one each fall and another in the spring. Along with the art of acting, Drama Club participants learn the technical crafts of lighting, sound, and set production. In addition, the students gain insight into the great literature of the plays they enact.

ECOLOGY CLUB

The ecology club of Rich Central, known as "Time After Time," was organized for students who have a concern for their environment. Through participation in club activities, students can explore their environment and through service projects, students can help save or beautify their environment.

FLOW

The purpose of FLOW is to develop leadership skills in students. The students attend a full day student leadership conference in the spring. The components of leadership are identified and modeled at the conference. Students develop leadership through a three-month process of planning and organizing the conference. Students from throughout the district work together to ensure that the conference is successful and meaningful to the students. Students who are involved in FLOW

have become officers of school club, captains of teams, student council representatives and officers.

FRENCH CLUB

The French Club is open to all Rich Central students. During the year, activities are planned to give the members a better understanding of the French language and culture.

FRENCH NATIONAL HONOR SOCIETY

The French National Honor Society is a nationally registered honorary. Members promote the study of the French language in the school and in the greater community. Membership is by induction and open to sophomores, juniors and seniors who show outstanding scholarship in French for a minimum of three semesters.

FUTURE TEACHERS' CLUB

The Future Teachers' Club is a club for all high school students who may be interested in teaching as a career. Our purpose is to interest students in the field of education early in their school experience by providing: Information about career opportunities in education; and the opportunity to participate in experiences which develop the qualities and skills essential for successful teaching.

H.O.M.I.E.S

This program is available to Sophomore through Senior students. Students must have a desire to help younger students become fully-functioning members of the school community. Various activities will be planned throughout the year with the intention of providing opportunities for relationship building.

HUMAN RELATIONS/SHOW

This club gives interested students many opportunities to learn about themselves and others and to develop and expand a global perspective that will help to fasten good will among all people. A strong multi-cultural agenda is provided for participants as an opportunity to participate in the Hands Across the Campus program. Hands Across the Campus is a versatile program that works with teachers, students and administrators to foster greater understanding of prejudice and its destructive impact. The program also seeks to teach students how to resolve the conflicts that occur in ethnically, racially, and religiously diverse school communities. The club also is involved in planning and producing the multi-cultural assembly that is held once a year.

JUNIOR CLASS

The Junior Class student government was designed to offer students an opportunity for leadership. The aims of this organization are to plan and execute Rich Central's current year Prom and plan (along with the sophomore officers) for the following year's Prom. Members of this organization will learn about the problems inherent in these activities and discuss probable solutions. Members will take an active part in planning for the Prom. Members will poll their peers for ideas for the Prom such as photographer, DJ, menu, king & queen court, decorations, etc. They assist the sponsors with ticket sales, fund-raising, homecoming activities, and planning in general.

KEY CLUB

Key Club is a service organization for high school students, which operates under school regulations and draws its membership from the student body. Key Club's objective is the development of initiative, leadership ability, and good citizenship practices.

MATHLETES

The purpose of the Mathletes is to provide a student environment where students concerned with the mathematical problems of today can compete with peer groups from other groups from other schools in the South Inter-Conference Association. At these competitions, members can learn about, as well as discuss current excellence achieved in yearly conference competitions.

NATIONAL HONOR SOCIETY

During the second semester, sophomores, juniors and seniors are selected for membership into the National Honor Society. To be eligible, students must have earned a grade point average of at least 3.5, and must have excelled in the areas of service, leadership, and character.

NEWSPAPER (TORCH)

The Torch is Rich Central's student-staffed school newspaper. The students involved in this club are deducted to informing, educating, and entertaining the students, staff, and faculty of our school community. The newspaper staff attempts to bring to light and bring about discussion regarding school, national, and world issues that affect every person.

PEER MEDIATION

The basic purpose of mediation involves an attempt to solve problems between students with a minimum amount of intervention by school personnel. Mediation is a process which provides additional structure to a process informally used by students and teachers on a regular basis. Mediation supports the purpose of discipline by seeking to resolve problems rather than to decide on a punishment. It also serves the philosophical position of the school by enhancing a greater democratization of the system and the personal empowerment of the individual student.

PEP CLUB

The Pep Club is dedicated to promoting school spirit. One way this is accomplished is by individually recognizing all athletes by placing spirit boosters on lockers before games. Athletic events are promoted within the school environment. The Pep Club also gathers media information from different sources and posts these articles in a display case before the entire student body and staff. These articles include student athletic accomplishments, student recognition, and faculty and staff recognition.

SCHOLASTIC BOWL

The Scholastic Bowl offers students a chance to compete academically against other students as they hone their knowledge.

SPANISH CLUB

The Spanish club promotes Spanish culture and language among the students at Rich Central. The club is a vehicle to enhance the multicultural curriculum and to broaden the students' perspective of their fellow Hispanic students in the school and of the Spanish language in the classroom. The students engage in fund raising activities for charities, celebrate Hispanic holidays, and visit restaurants and museums. The Spanish club is open to all students with an interest in Spanish culture and language.

SPANISH NATIONAL HONOR SOCIETY

The Sociedad Honoraria Hispanica, la cruz de Santiago chapter, is a nationally registered honorary authorized by the American Association of Teachers of Spanish and Portuguese. Members promote the study of the Spanish language in the school and in the greater community. Membership is by induction and open to sophomores, juniors and seniors who show outstanding scholarship in Spanish for a minimum of three semesters.

SPEECH

Rich Central's Speech Team is an academically oriented program in which students compete in Individual Events against other schools. Although students compete on an individual level, they are each contributing to the team score while being able to succeed in their chosen event.

STUDENT AMBASSADORS

Student Ambassadors is open to Sophomore, Junior and Senior students. Students who are interested in this must have a desire to host various school-related activities throughout the year. There is also an opportunity for students to complete community service.

VARSITY LETTER CLUB

Our goal: To make the RC-Club members model students/athletics and a person that the student body and teaching staff look up to with pride and to make the club the strongest and most active club at Rich Central.

VOCATIONAL CAREER CLUB

Vocational careers club is vocational student organization here at Rich Central. It promotes personal growth, career development, character, and leadership. Students' events focus on families, careers, and communities through hands on experiences of field trips and guest speakers. Students discover strengths, target career goals, and learn to be strong family members. Strong families aide in creating stronger communities for all of us!

YEARBOOK

The Rich Central Yearbook is The Oracle. The Yearbook student staff and sponsors work diligently to produce a quality yearbook that reflects the spirit and dreams of our "Uniquely Different" school family.

SCHEDULING EVENTS

All activities to be scheduled after 3:05 in the afternoon must be cleared on the official school calendar in the Main Office. Student groups holding after school activities must arrange for the attendance of faculty representatives at these meetings

It is expected that clubs and organizations sponsoring meetings, dances, etc., will restore the area to a neat and clean condition. This must be done immediately following the activity unless permission is obtained in advance from the principal.

When school is in session the day following an activity, the student activity must end prior to 9:30 p.m. All dance activities on Friday and Saturday evenings must conclude prior to 11:15 p.m. Exception to these times must have the principal's approval.

Note: Activities scheduled in the gymnasium must be cleared on the school calendar by the Assistant Principal for Athletics and Activities.

It is the policy of the district not to schedule school events on a Sunday.

STUDENT AWARDS

Most Valuable ATHLETES/PERFORMERS OF The Year: Athletes who are selected, as the "Outstanding Athletes/Performers of the Year" will receive consideration for the "Most Valuable Athlete" awards.

The awards program at the Central Campus was instituted for the following purposes:

1. To recognize outstanding achievement.
2. To motivate the entire student body in setting up patterns of value deemed important for high school students.

The following represents some of the awards that are presented at the Awards Assembly in May of each school year.

HONOR ROLL RECOGNITION

All students achieving all A's during the first three quarters for courses carrying full credit will be at the annual Spring Awards Assembly. No individual presentations will be made to these students.

OUTSTANDING SENIOR AWARD

This award will be made each year to no more than 10 senior students. To qualify as a candidate, seniors must be members of the current graduating class and have attended one of the Rich Township High Schools for a minimum of seven quarters. Final selection of the recipients of this award will be made by the Faculty Awards Committee on the basis of: Citizenship, Service and Scholarship.

OUTSTANDING SENIOR SCHOLARSHIP AWARD

This award will be made each year to no more than 10 senior students. To qualify as a candidate, seniors must be members of the current graduating class and have attended one of the Rich Township High Schools for a minimum of seven quarters. Final selection of the recipients of this award will be made by the Faculty Awards Committee on the basis of:

Scholarship Citizenship Service

OUTSTANDING JUNIOR AWARD IN CITIZENSHIP, SCHOLARSHIP, AND SERVICE

This award will be made each year to no more than 10 junior students. The basis for selection will be the same as that used for the Outstanding Senior Award. The names of the recipients of the award will be placed on a plaque displayed in the school for one year, at the end of which the names will be removed. Winners of the Outstanding Junior Award will be given special personalized certificates. This award is presented by the P.T.S.A.

OUTSTANDING SOPHOMORE AWARD IN CITIZENSHIP, SCHOLARSHIP, AND SERVICE

This award will be made each year to no more than 10 sophomore students. The basis for selection will be dependent upon scholarship and citizenship.

OUTSTANDING FRESHMAN AWARD IN CITIZENSHIP, SCHOLARSHIP, AND SERVICE

This award will be made each year to no more than 10 freshman students. The basis for selection will be dependent upon scholarship and citizenship.

NOTE: All winners of the above awards will have their names engraved on a permanent plaque on display in the school. In addition, a small plaque, suitably engraved, will be retained by the winner.

HUMAN RELATIONS AWARD

The Human Relations Award is presented to those Rich Central students who have demonstrated a sincere willingness to accept and assist other fellow students regardless of race, color or creed.

RICH TOWNSHIP HIGH SCHOOL DISTRICT 227

BOARD OF EDUCATION

- Sonya Norwood.....President
- W.A. (Tony) BrunsonVice President
- Jacqueline Upshaw.....Secretary
- Betty Owens..... Alyssa Hernandez
- Emmanuel A. Imoukhuede..... Dr. David Morgan

DISTRICT ADMINISTRATION

20000 Governors Drive – Suite 200
Olympia Fields, IL 60461
708-679-5800

- Mr. Howard Hunigan..... Superintendent
- Dr. Selma McDonald Director of Human Resources
- Dr. Donna Simpson-Leak..... Asst. Supt for Student Learning and Accountability
- Mr. Ilandus Hampton.....Asst. Supt for Finance /Operations
- Mrs. Marda Cotton-Ramey..... Director of Special Education

Mr. Ted Koutavas..... Supervisor of Technology
 Mr. Joe Licatesi..... Supervisor of Building and Grounds
 Mrs. Pamela Wynne..... Supervisor of Food Service

COORDINATOR OF SPECIAL PROGRAMS

Ms. Maureen R. O'Hara Student Assistance Coordinator

**BRIEF HISTORY OF
 RICH TOWNSHIP HIGH SCHOOLS**

High School District #227 serves the residents of Country Club Hills, Matteson, Olympia Fields, Park Forest, Richton Park, small sections of Chicago Heights, Tinley Park, and University Park and adjoining rural areas in South Cook County. The district was formed from non-high school territory in 1949. Construction of the East Campus of Rich Township High School, financed by a \$1,600,000 bond issue, began in September 1952. Twelve months later it was operating as a four-year high school. During the 1952-53 school year, a ninth grade school was operating in the Faith United Protestant Church in Park Forest, located on a 55-acre site donated by American Community Builders, Inc. The original building accommodated approximately 750 students.

The East Campus was formally dedicated in December 1953 by the Secretary of Health, Education and Safety, Mrs. Oveta Culp Hobby. It was fully accredited by both the North Central Association and the State of Illinois during the initial year of operation. In 1954, it won, for the municipalities which it serves, the All-American City award, the first ever to be awarded to a school.

In 1955, a \$450,000 bond issue financed the addition of 12 classrooms and a gymnasium. This increased the capacity of the school to approximately 1,100 students. In 1957, a \$1,050,000 bond issue was passed and the money used to increase the size of the East Campus to accommodate 1,500 to 1,600 students. At the same time, 50 acres of land for a new high school site was purchased in Olympia Fields.

In 1959, a \$1,690,000 bond issue was passed to finance building of the initial stage of a new Central Campus in Olympia Fields. The first stage provided facilities for about 700 students. The building has been recognized as one of the "significant schools of the future" in a monograph published by the Ford Foundation. In its July 1960 issue, The Nation's Schools carried a cover picture and a ten-page article on the new school under the title, "An Image of the Future in Olympia Fields, IL." In 1960, a bond issue of \$225,000 was approved to equip the new school, which opened to approximately 425 students in the ninth and tenth grades in September 1961. At the same time, the East Campus enrolled about 1,600 students.

In 1962, a \$1,250,000 bond issue was authorized by voters in the district to build and equip an addition to the Central Campus facility bringing its capacity to 1,500 students. This addition was completed for the opening of the school in September 1963.

In 1966, a \$2,700,000 bond issue was authorized by voters in the district; \$2,500,000 of the bond issue was for the purpose of building and equipping additions to the Central and East Campus facilities. This brings the capacity of the Central Campus to 2,100 students and the East Campus to 1,800 students. \$200,000 was used to purchase land for a third high school.

In 1969, a \$3,200,000 bond issue was authorized by voters in the district; \$300,000 was to build an addition to the East Campus. This addition consisted of a little theater and two arts and crafts classrooms. The remaining \$2,900,000 was for the purpose of building Rich South High School. Rich South opened at the East Campus for freshmen and sophomores in September of 1972 with an enrollment of 600 students and then moved into the new facilities at the South Campus in January 1973.

STUDENT/PARENT INFORMATION

NON-DISCRIMINATION DISCLOSURE

No student will be denied access to any program offered by the Rich Township High Schools on the basis of sex, race, color, national origin, ethnic background, sexual orientation, religious affiliation or disability.

PARENT NOTICE: SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program receiving federal financial assistance. In order to fulfill obligations under Section 504, Rich Township High Schools has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

Rich Township High Schools have the responsibilities under Section 504, which include the obligations to identify, evaluate, and if the student is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to: 1) inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of the individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the children's rights and; 6) a hearing on the issue if the school refuses to make the amendment.

STUDENT RECORDS

Rich Township High Schools comply with the School Code of Illinois, the School Student Records Act and the Family Educational Right to Privacy Act pertaining to the maintenance of student records. All student records are maintained accordingly; in the case of an emergency, or as otherwise allowed by law, information contained in a student's records will not be released without the consent of the appropriate parent or guardian.

Students, parents or guardians entitled to access of the student's records have the right, except as limited by the School Student Records Act or other law, to inspect, copy and challenge the accuracy, relevance or propriety of information contained in the student's records. Please contact the District Office if you need more information.

Rich Township High Schools designate the following categories of student record information as "directory information" which may be generally available:

1. Identifying information: name, address, gender, grade level, birth date and place, and parents'/guardians names and addresses
2. Academic awards, degrees, and honors
3. Information in relation to school-sponsored activities, organizations, and athletics
4. Any major field of study
5. Period of attendance in the school

Parents or guardians entitled access to the student's records have the right to direct the District to prohibit the releases of this information for their student(s), except in the case of an emergency. Please contact the District Office if you need more information, or if you wish to prohibit the release of such information.

It is the practice of Rich Township High School District 227 to destroy the temporary student record of each student no later than five years from the date the student graduates or withdraws from the school. The student temporary record contains all records of each individual student except for basic identifying information, the academic transcript, attendance record, accident and health re-

cord, and the record of release of permanent record information.

Students, or parents or guardians entitled to receipt of a student's records, who desire copies of the student's temporary records may request and receive copies at any time prior to the destruction of the records, upon paying the actual cost of copying the records to the District. Parents of handicapped students or students placed in special education programs should be aware that information in their student's temporary record may be of continued diagnostic or therapeutic value to the student, and parents or students desiring such records may have the custody of such records transferred to them prior to the destruction date of the records.

It is the practice of District 227 to release the official student records to another school official records custodian upon request from the student's parent(s) or legal guardian when the student enrolls in another school. Such records include, but are not limited to: birth date, addresses, grades and grade level, parent's names and addresses, attendance records, family background information, intelligence test scores, aptitude test scores, psychological and personality test results, teacher evaluation and other information relevant to the education of the student.

No person, business or organization, can require that information from a student's temporary record be given before the student obtains a job, credit or insurance coverage, unless the required information is not otherwise available under the School Student Records Act. No person, business or organization can require that information from a student's temporary record be given before the student is granted any other right, privilege or benefit, unless the required information is not otherwise available under the School Student Records Act. No person, business or organization can deny a student any other right, benefit or privilege because it has not been given information from the student's temporary record, unless the information is not otherwise available under the Student School Records Act.

INSURANCE

Student accident insurance is available on a voluntary basis for all students wishing to participate. Complete information is provided to students and parents early in the school year.

MEDICAL REQUIREMENTS

Article 27, Section 8 of the Illinois School Code requires that public school children have a health examination once every four years by a physician licensed to practice medicine.

Incoming freshman students will be given examination forms to be filled out by a doctor and dentist. These must be returned to the school before the student enters high school.

Immunization records must be received by the start of the school year in order for the student to continue attending classes.

ADMINISTRATION OF MEDICATIONS

Medications shall be administered by the school nurse or principal's designee according to the following guidelines:

1. Written authorization from a licensed physician
2. Written permission for administration of the medication in the school setting from the parent or legal guardian (with review of the protocol with the parent or legal guardian prior to obtaining their signed permission).
3. The parent is responsible for ensuring that the medication arrives safely at school in a properly labeled container. The same procedures should be followed for all medications, whether prescription or non-prescription.
4. All prescription medication must be stored in the Health Office and taken under the supervision of the school nurse or designee.

POLICE LIAISON PROGRAM

The purpose of the Police Liaison program is to create a positive and protective educational atmosphere at Rich Township High Schools.

The objectives of the program are as follows:

1. To provide a security system which will be more effective in understanding students, comprehending their needs, and developing positive attitudes toward school, society, community and fellow man.
2. To develop effective measures to correct reasons for on campus truancy.
3. To develop better communications between youth and law enforcement agencies.
4. To help students who have encounters with the law.
5. To protect the health, safety, and welfare of all students.
6. To provide students with knowledge of laws they may be violating without knowing it.
7. To protect the rights of the entire school "family" from those few who would flagrantly violate the law and school regulations within and around school.
8. To create a program which will provide an opportunity for the Police Liaison to improve the image of the law enforcement agencies by becoming better acquainted with the students and their problems.

SCHOOL SECURITY PROGRAM

Video cameras and surveillance equipment will be used to serve as a proactive means of maintaining the protection and safety of the occupants, school building and school grounds. Those individuals entering onto school property are subject to video taped surveillance.

ADMISSION AND RESIDENCE POLICIES

Any student living with parents or a legal guardian in the Rich Township High School District No. 227, as specified in Board Policy 7.60, who presents records indicating satisfactory completion of the first eight grades may enroll in the appropriate Rich High School. Records from previous schools must be presented at the time of registration. Students from other high schools enrolling in District No. 227 high schools will be interviewed and tested before placement in classes.

If the address provided at the time of registration is not correct, or in any way falsified, and residency is not within the school district, the student will be immediately removed from the school rolls and actions will be initiated to collect tuition due.

False information includes incorrect address of parents; incorrect names of parents; incorrect address where student is living; established guardianship for the primary purpose of attending school in this school district; and other similar acts to deceive school district personnel.

Residency Requirements

1. Students moving into the district will attend the school within those boundaries as established by the Board of Education.
2. Students living in the district will attend the school within those boundaries they reside subject to the following exceptions:
 - a. Any senior who has lived in the one school area and attended this school through his/her junior year and moves to another school within District #227 will not be transferred for the senior year unless he/she so desires. (If a senior elects to attend out of the attendance area, he or she must assume responsibility for transportation.)
 - b. Any freshman, sophomore, or junior moving within the district may transfer to the school serving the area immediately, or finish the school year.
 - c. Any student who will move to a new attendance area prior to the completion of the first quarter may register in the school serving the new area at the beginning of the school term if desired.

REGISTRATION FEES

The General Student Fees for the 2009-2010 school year is: \$205.00.

NOTE: All Student fees paid by the end of the school day on August 6, 2009, will have a

\$10.00 deduction to \$195.00.

<u>Driver Education (Behind the Wheel):</u>	\$112.00
<u>Gym Suits:</u>	\$14.00
<u>Yearbook:</u>	\$40.00
<u>Underclass Photo Package:</u>	To Be Decided by Each Campus
<u>PTSO Membership:</u>	\$10.00

District Policy requires that the General Student Fee MUST BE PAID FIRST, before any optional fees such as Yearbook or PTSO membership.

Bus Regulations: Bus service is provided to students who live more than 1½ mile from the school campus. Students should be ready to board the bus at the arrival and departure times with their ID's displayed. We ask that students display courtesy at all times while riding the bus.

Lockers: Each student is assigned a hall locker with a combination lock. The ownership of the locker is maintained by the school district and the student is granted a limited use of the locker solely in accordance with current law. The only items that may be placed in the locker are articles of clothing, school books or supplies relating to school use, lunches, and personal items which the student is legally entitled to have in his/her possession. The same regulations apply to the use of gym lockers.

P.T.S.O.: Membership in the Parent-Teacher-Student Organization is open to all students and parents of the District. Each family is encouraged to participate.

GYM UNIFORMS: Gym uniforms are on sale in the bookstore at the beginning of the year. These uniforms are kept in the gym lockers and may be retained all four years.

Gym suits should be taken home and washed every week. (An automatic washer will not harm the suits; however, very hot water and very harsh detergents should be avoided.) In case all or part of the suit is lost, a replacement may be purchased in the school bookstore. In the meantime, suits may be rented on a day-to-day basis for a small charge. Students are required to furnish their own socks and tennis shoes.

Gym Uniform Cost

Gym Uniforms: \$14.00 (\$7.00 Shirt, \$7.00 Shorts)

PHYSICAL EDUCATION WAIVER: Juniors and Seniors, who wish to be excused from physical education under the District's Physical Education Waiver Policy, must contact their counselor before or during the week designated for student initiated schedule changes.

CLOSED LUNCH: Rich Township High Schools have a closed lunch policy. This action has been taken to provide an additional measure of protection and security for our students.

CAREER RESOURCE CENTER: The Career Resource Center is available to all students for assistance in career planning and exploration. Freshmen receive an orientation through Health Class and juniors are scheduled as part of their counseling program. Besides materials on careers, the Resource Center has interest testing and post-secondary school information. Stop by the Career Resource Center to schedule an appointment.

Media Center: Media Center hours are from 7:30 a.m. – 6:30 p.m. Monday through Thursday, and 7:30 a.m. – 3:45 p.m. on Friday. Students must have a pass to enter the Media Center if they are not attending with their class or during their lunch period. Passes may be obtained from any classroom teacher. Before or after school hours may change due to special school activities or functions.

In order to check out materials from the Media Center, student I.D. Cards will function as library cards. When a student wishes to check out books, he/she must present their I.D. Card to the attendant at the circulation desk. The standard loan period for books will be three weeks with the option of renewing for an additional week. Students may have a total of five (5) books on loan, but

only three (3) may be checked out at any one time. The loan period may be less for books used for specific classroom assignments, which are in high demand. The fine charged for overdue materials will be \$.05 (five cents) per school day.

Students may also be asked to present their I.D. for the use of newspapers and magazines within the Media Center. Reference materials are not available for checkout. Audio-visual equipment is for classroom use only. Students may print or photocopy articles for \$.10 (ten cents) per page.

Student privileges include the use of the Media Center's computer technology. Students, however, will not be permitted to load personal software programs for use on the Media Center PCs.

Media Center expectations for all students are as follows:

1. Students who use the Media Center are expected to complete homework or use the library materials constructively.
2. School dress regulations are in effect at all times in the Media Center.

SCHOOL POLICIES

COATS, JACKETS, HATS, SCARVES, SUN-GLASSES, OUTERWEAR AND BOOK BAGS

Students must leave all coats, jackets, sunglasses, outerwear, and book bags in their lockers. These garments are not to be worn in the classroom or school activities. No book bags, or backpacks in which to carry books and other materials will be allowed in the classroom. Only mesh drawstring shoe bags will be allowed to be worn in the classroom. Students in violation of this policy may be subject to disciplinary action. Students must remove all headwear upon entering the building.

FOOD AND BEVERAGES

Food, beverages, snacks, etc. are not to be taken out of the cafeteria. Students in violation of this policy may be subject to disciplinary action.

BUSES

The school district provides bus transportation for eligible students. To insure safety and assist bus service, students must comply with bus regulations as designed by the school. Infractions of those school rules may result in a suspension from school and/or bus privileges for a period of time not to exceed one school term.

AUTOMOBILES, PARKING AND PARKING PERMITS

Students in violation of the following procedures will be subject to having his/her vehicle towed at owner's expense. In as much as free bus transportation is provided for all students living more than one and one-half miles from the school, student driving of automobiles to school is considered a privilege. Students are granted this privilege, upon written application by their parents. All students who believe they have circumstances, which require that they drive to school, must have a Dean's permission to do so. Application forms for parking stickers are available in the Dean's Office. There will be a \$20.00 fee charged for the parking sticker, which is non-transferable. There will be a \$10.00 fee charged for the parking sticker for second semester only. Parking lot security is provided for the enforcement of parking rules and for the protection of property. Student cooperation is essential, and this privilege may be revoked by appropriate school personnel at any time. A student given permission to drive, and issued a parking sticker, must agree to:

1. Each car brought to school by a student must be registered in the Main Office. If more than one car is registered, a sticker must be displayed on each car. If a car is subsequently sold or traded, the Main Office must be notified.
2. All drivers on campus must drive slowly and carefully.
3. Students must stay out of their automobiles (unless excused early by parent permission) from the time the car is parked until school is dismissed. Loitering in cars is not permitted.

4. The car must be locked while parked and the keys must not be given to another student.
5. The school reserves the right to search the car if there is a reasonable cause to believe that the car contains illegal substances (drugs, weapons, alcoholic beverages, etc.).
6. The school accepts no liability for loss of property or damage to vehicles while on school grounds.
7. Students who violate the driving regulations will be subject to the following fines and/or disciplinary action by the school.
 - a. Failure to register a vehicle or improper display of the parking sticker - \$5.00 fine per occurrence.
 - b. Parking in the visitor's lot, access roads, or on the grass - \$5.00 fine per occurrence.
 - c. Loitering in the automobile, transporting truant students, or permitting others to use your automobile will result in loss of driving privileges.
 - d. Speeding and/or reckless driving will result in loss of driving privileges.
 - e. Using, transporting, or keeping illegal substances in the automobile - loss of driving privileges, referral to police and consideration for expulsion from school.
8. An accumulation of five (5) parking tickets during the school year will result in loss of driving privileges.
9. Students who have had their driving privileges revoked and persist on driving to school will be guilty of gross disobedience and subject to suspension from school.

I.D. CARDS

Students must wear their I.D. Cards, facing front and around the neck, using a break-away lanyard. Bus drivers may request students to show their I.D. Card before allowing them to ride the bus. Teachers may request student identification cards to be turned over to them at any time on school grounds, in the building or any school-sponsored event. I.D. Cards will also be used to check out library books and textbooks. Failure to present one's I.D. when requested by a school official will result in a referral to the Dean's Office. There will be a \$5.00 replacement charge for lost I.D.'s and a \$1.00 charge for a lanyard.

DANCE ADMISSION AND REGULATIONS:

1. Guests of students may attend dances if they are registered in the PPO Office prior to the event. Students are expected to present I.D. cards before being admitted to a social activity. District 227 reserves the right to refuse any guest request.
2. School rules are in effect at all school-sponsored activities.
3. Students will only be admitted up to one hour after the announced starting time of any dance.
4. A dress code may be required for school dances.
5. Inappropriate dancing will not be allowed.
6. The "Goodnight Rule" is in effect at all dances, mixers and gym jams. Once a student leaves the building, the student may not return to the social activity.

TRANSPORTATION

The school district provides transportation for eligible students. To insure safety and assist transportation service, students must comply with transportation regulations. Infractions of those school rules may result in a suspension from school and/or transportation privileges for a period of time not to exceed one school term.

All students entitled to bus transportation will have a bus route number indicated on the back of their student I.D. card. This card should be carried at all times and presented each day to the bus driver.

Students must comply with the following bus regulations:

1. Riders must be seated immediately. It is often necessary to ride three to a seat for a short

distance. No one should stand in the aisles while the bus is in motion.

2. Smoking, profanity, teasing and hazing will not be permitted.
3. Students must be ready to board the bus at arrival and departure times. Buses will not wait.
4. If the I.D. card is lost, a duplicate will cost \$5.00 and may be obtained in the Cashier's Office. A temporary bus pass may be obtained in the Dean's Office or the Cashier's Office.
5. Courtesy is expected at all times. Students must be quiet when bus is crossing railroad tracks.

CAFETERIA

The cafeteria is to provide nutritious, high quality meals at very reasonable prices. All students will eat their meals in the cafeteria, whether they bring them from home or purchase them at school. Good manners and respect for others are expected if the meal period is to be enjoyed by all students. The following cafeteria rules must be observed:

1. Deposit paper products in the containers provided.
2. Place trays on the shelf of the containers provided.
3. Restrict eating to cafeteria only.

Students must follow reasonable requests of the cafeteria **staff and supervisors**. Violations of any of the above will result in the appropriate disciplinary action.

All students need to **prepay for all meals and snacks into their meal account by check, money order, cash or using the online credit card system www.myLunchMoney.com**. Deposits are to be made **in the designated areas** in the cafeteria by 8:00 a.m. for meal or snack use that day. **No credit** will be allowed in the breakfast, lunch or snack lines.

CORRIDOR PASSES

Students in any area of the building while a class period is in session must have their student planner with them. This pass must be properly completed and must be presented to any staff member upon inquiry. Use of hall passes during class sessions should be kept at an absolute minimum. A list of all student passes should be recorded in the back of the student planner.

VISITOR PASSES

Parents and other interested adults are invited to visit the school. Appointments should be made by all guests before visiting the school to ensure that the needs of the guest are met in a timely fashion. Guests must sign in for a visitor pass at the main entrance of the building.

CUSTODY OF STUDENTS

In cases where the parents are divorced or separated, the school can presume that both parents have access to the student. If one or the other parent has been denied this privilege, it is the obligation of the custodial parent to make this known in writing to the Associate Principal.

CURRICULUM INFORMATION

NOTICE REGARDING TEACHER QUALIFICATIONS

In compliance with the *No Child Left Behind Act*, all parents have the right to request information regarding the professional qualifications of their child's classroom teachers. If a request is received by the school, the information provided will include, but not be limited to, the following:

1. The teacher's qualification status with the state for the grade levels and subject areas in which the teacher provides instruction.
2. The teacher's status as having received any waiver to the state's qualifications or licensing criteria in the form of an emergency or other provisional status through the state.
3. The teacher's baccalaureate degree major and any other graduate certification or degree held by the teacher and the field of discipline of this certification or degree.
4. Whether the student is being provided any services by a paraprofessional and, if so, their qualifica-

tions.

Upon receipt of a parental request for the professional qualifications of a student's classroom teacher(s), the school shall provide such information in a timely manner. Request for information should be addressed to the Principal.

MAKE-UP WORK

Make-up work is defined as work assigned during a student's absence. The allowance of make-up work is critical in fulfilling the expectations of a course. However, it is the responsibility of the student to contact the teacher(s) upon the student's return to school as to completion of make-up work. The following procedures are suggested as minimum guidelines to follow for the sake of consistency, expectations, and accountability.

1. A reasonable length of time for students to complete make-up work for full credit is 1 day for each day absence (maximum of 10 days) unless there are extenuating circumstances. The teacher will make a decision as to extenuating circumstances.
2. A reasonable length of time to complete course work in a lab, project, performance or demonstration is up to 5 class sessions based upon a mutually agreed upon time for the teacher to meet with the student. The teacher will make a decision as to extenuating circumstances.
3. Coursework is required to be made up at full credit for any absence, excused or unexcused, including absences resulting from suspension.

STUDENT-INITIATED CLASS WITHDRAWALS

A student may initiate a request for withdrawal from a course during the final two weeks of the months of September and February without penalty or designation on the report card.

No withdrawals will be allowed outside the aforementioned dates unless extraordinary circumstances are warranted and approved by an administrator. Students who are failing beyond these dates will have a failing grade reflected on their transcript unless extraordinary circumstances are approved by administration.

STUDENT FAILURE IN SEQUENTIAL COURSES: In case of failure in an elective course which is a prerequisite for a subsequent course, the student may request from the appropriate Instructional Leader that the prerequisite be waived. The prerequisite may be waived at the discretion of the Associate Principal

REQUEST FOR COURSE LEVEL CHANGE

Students may initiate a request for course level change no later than one week following the mailing of 1st quarter and 3rd quarter report cards.

DUAL CREDIT POLICY

A student who successfully completes a course of three credit hours or more at a community college (or other accredited post-secondary school) may receive high school credit provided:

1. The course is not offered in Rich Township District High School District 227 curriculum; and
2. The course is approved in advance by the student's guidance counselor and the high school principal.

Each college course of three credit hours or more shall equal a .5 high school credit. A maximum of 6 college courses (3 high school credits) may be counted toward the requirements for a student's high school graduation.

The student shall be responsible for all costs associated with taking the college course. In addition, the student must receive an A, B, or C grade from the college in order for the course to be accepted for high school credit. Grades will not be factored into a student's grade point average.

COURSES OUTSIDE OF DISTRICT 227

Students repeating a course at a college may receive credit and the course will be reflected on the student transcript as Pass or Fail. The course must be approved in advance by the student's guid-

ance counselor.

Students taking enrichment courses at a college will not receive credit but the course may be reflected on the student transcript as Pass or Fail. The course must be approved in advance by the student's guidance counselor.

CORRESPONDENCE COURSES

In some situations, students may earn credit through correspondence courses. The primary reason for allowing enrollment in correspondence study for high school credit is to provide another avenue for the student who is experiencing difficulty in accumulating the necessary credits for graduation. Required courses failed may be taken through correspondence only if they cannot be scheduled at the home campus. Correspondence study shall not be used for the purpose of early graduation.

1. Credits will be accepted from only those correspondence schools with state accreditation.
2. Correspondence credit is not included in class rank.
3. All correspondence course registration must be approved by the student's parents and counselor.
4. The cost of the correspondence course(s) is the responsibility of the individual student and parent.
5. Seniors enrolled in correspondence work for the purpose of completing graduation requirements must submit all coursework prior to May 1st if they wish to receive their diploma with the class at graduation ceremonies. To be completed, all coursework must be submitted and the final exam mailed for grading.
6. After completion of 6 semesters, students may earn credit through correspondence courses.
7. A limit of 3 credits from an external accredited institution will be allowed.
8. All correspondence courses will be reflected on the student's transcript as Pass or Fail.

REPEATING COURSES

The following procedures will be applicable to students repeating courses:

1. A student may repeat any course for which he/she received a grade of C or lower.
2. The highest grade earned for a particular course will be the only grade used in calculating the student's grade point average and class rank.
3. All courses and grades will remain on the transcript.
4. Credit will be granted only once except as noted: Music, Physical Education.

WEIGHTED GRADES

All grade point averages and class ranks will be calculated using a weighted system. See Course of Studies Booklet for more specific information.

METHOD OF GRANTING CREDIT

Subject matter grades shall serve as the sole basis for determining a student's grade point average, the academic honor roll, class rank, and credit for the class.

Subject matter grades will not be used for disciplinary purposes, but may be used to determine eligibility for student activities and placement.

GRADE REPORTS TO PARENTS

Reports are issued every nine weeks (four times a year). The letter grades A, B, C, D, and F are used to indicate a student's achievement. The Board of Education recognizes subject matter grades as direct representations of a student's academic achievement in his/her courses. As such, the subject matter grades, as recorded on the student's report cards and transcript, shall reflect the student's skills, knowledge, and general level of academic proficiency in those courses included in his/her program of study.

MID-QUARTER NOTICE TO PARENTS

Notices to parents indicating excellent performance or the possibility of failure in specific courses are sent home after the fifth week of each grading period. The exact dates of mailing are listed on the school calendar.

HONOR ROLL RECOGNITION

At the end of each quarter an honor roll will be generated based upon the following guidelines:

- a. Subject matter grades will be averaged in ALL courses.
- b. A student must be receiving letter grades in three or more classes.
- c. Students will be recognized as follows:

Gold	4.0 - 5.0 Average
Silver	3.5 - 3.9 Average
Bronze	3.0 - 3.49 Average

GRADUATION REQUIREMENTS AS APPROVED BY

THE DISTRICT 227 BOARD OF EDUCATION

(Graduation requirements – 24 credits.)

English - 4 credits (4 years), including 1 credit in English 9, 1 credit in English 10, ½ credit in an elective course in composition and ½ credit in an elective course in literature, and English 12 (1 credit from approved English course)

Social Studies - 3 credits (3 years) in social studies, including 1 credit in Freshman Social Studies (Civics and Geography), 1 credit in United States History and 1 credit in History of World Civilizations.

Mathematics - 3 credits (3 years 1 credit in Algebra and 1 credit in Geometry)

Science - 2 credits (2 years)

Consumer Education - ½ credit. Student must meet state requirement through one of the following: Business Concepts, Consumer Economics, Economics, Internship, AP Microeconomics, AP Macroeconomics, or state proficiency exam.

Physical Education - ½ credit per semester of on-campus attendance except for attendance in driver education classroom, 9th grade health, or as identified in Policy 7.260.

Health - ½ credit.

Art, Music, Foreign Language or Career and Technical Education – 2 ½ credits, including ½ credit in Keyboarding 1.

Driver Education - Meet state requirements for driver education.

These are minimum high school graduation requirements. Students planning to continue their formal education should plan to take 3 years of Math through Algebra II, at least two years of a foreign language, Music, Art, or Career and Technical Education, 3 years of Social Studies, and three years of science with at least two lab sciences.

STUDENT CLASSIFICATION

Freshman

Successful completion of 8th Grade

Sophomore

6 credits

Including successful completion of:

- 1 Credit of English
- 1 Credit of Math
- 1 Credit of Science
- 1 Credit of Social Studies

Junior

12 Credits

Including successful completion of:

- 2 Credits of English
- 2 Credits of Math
- 2 Credits of Science
- 2 Credits of Social Studies

Senior

18 Credits

Including successful completion of:

- 3 Credits of English
- 3 Credits of Math
- 2 Credits of Science
- 3 Credits of Social Studies

ATTENDANCE AT GRADUATION CEREMONIES

It is expected that all graduating seniors participate in the graduation rehearsal and final ceremonies. Application for in-absentia graduation must be made in writing to the building principal by May 1. Participation in graduation ceremonies will be at the discretion of the campus administration.

EARLY GRADUATION

Four years of high school attendance is important for all students. Early graduation may be available to students, who for some significant reason must conclude their high school attendance early. Arrangements must be made for the student and his or her parents/guardians to meet with the student's counselor concerning this early graduation decision. In addition, all requests for early graduation must be submitted in writing to the principal.

DEADLINE FOR APPLICATION

The deadline is November 15 for students wishing to terminate after the completion of their 6th or 7th semester. Diplomas will be issued in June. To be eligible for participation in commencement exercises, students must meet these deadlines.

DIPLOMAS

These proposed guidelines for issuing diplomas pertain to seniors completing graduation requirements through correspondence courses in the summer, and juniors, who during the summer after their third year request early graduation.

Guidelines

1. Students completing their graduation requirements through correspondence courses in the summer must have all work completed by August 1. A diploma will be issued.
2. Students completing all graduation requirements in seven semesters of high school attendance and electing not to return to school for the fourth year must notify the guidance office by August 1 to be eligible for a current diploma. Early graduation is subject to the approval of the administration.
3. Students in these two groups who do not meet the August 1 deadline will be given a letter stating that their graduation requirements have been completed and a diploma will be forth-

coming with the next June graduating class.

TEXTBOOK RENTAL PLAN

A textbook rental plan covered by general fees provides all textbooks, supplementary reference books and workbooks, but does not include such items as pencils or paper. In accepting the rental plan, the students and their parents agree to take good care of all books and to pay the amount assessed in case books are marked, lost or show use beyond normal wear.

Each rental book is carefully labeled and numbered. A record is made of the pupils assigned each book so that the responsibility for loss or damage can be easily determined. A graduated adjustment is made for late registration and students who transfer.

Students should be sure to sign their names in ink in the space provided to insure against loss or theft.

INDEPENDENT STUDY

The following guidelines apply to Independent Study:

1. Any student seeking permission to enroll in an independent study program must have the approval of the applicable Instructional Leader and an individual teacher who has agreed to act as sponsor. The proper form must be utilized.
2. Students requesting Independent Study should have completed all courses available in the specific area of study.
3. At the time the student seeks permission to enroll, he/she should have developed a general proposal regarding his/her project of interest.
4. When the semester begins, the general proposal should be expanded to a contract between teacher and student detailing, to the best of the student's and teacher's ability at the time, the planned program of the student including performance objectives.
5. Any evaluation of the student's progress and/or final achievement must be based on objectives specified in the approved proposal.
6. The student must be scheduled into a class named Independent Study.
7. The student and teacher should have a minimum of one-half hour concentrated conference time per week.
8. A student may enroll in no more than one Independent Study class per semester.
9. Independent Study may be selected as an additional course with the approval of the Instructional Leader and the sponsoring teacher.
10. Independent Study will be evaluated on a pass/fail basis.

MINIMUM STUDENT COMPETENCY TESTS

The Board of Education requires that our school district administer Minimum Competency tests in October and in April. The tests will be administered for the purpose of identifying strengths and weaknesses in the areas of mathematics, reading, and paragraph and letter writing.

The Minimum Competency test requirements began with the Class of 1984 and will continue with each entering freshman class. Students who fail any individual test will be required to take the test over until they pass it or graduate. Students not passing the test(s) will be scheduled into specific classes or helped individually in an effort to master the competencies measured by the tests.

PASS/FAIL OPTION

Sophomore, junior, or senior students who elect to take five or six courses per semester shall be allowed to take only one of them on a pass/fail basis. Students who elect to take seven or more courses per semester may elect to take two courses on a pass/fail basis.

The pass/fail option is not available to freshmen unless they are enrolled in seven classes per semester; in which case, they may elect to take one class pass/fail. Students who elect to take seven or more courses per semester may elect to take two courses on a pass/fail basis.

Course selection is restricted to the following conditions:

1. The course must be outside the specified graduation requirements, except for physical education.
2. A student must file an application with the counselor no later than the third Friday of the semester. Once filed, he/she may not change his/her status in the course to receive a traditional grade.
3. A pass/fail student will receive an "S" grade for satisfactory work or a "U" grade for unsatisfactory work. In either case, the grades will not be used in computing grade average or have any effect upon class rank. Credit will be given toward accumulating units for an "S" grade. Letter grades A through D are considered passing.
4. A student will be considered a regular student in regard to all assignments and normal course expectation regarding absences and tardiness.

The parent's and student's signatures are necessary before the application is approved. Teachers and counselors should sign the form to indicate they are aware of the student's choice to take the course on a pass/fail basis.

RESPONSE TO INTERVENTION (RTI)

Response to Intervention (RTI) is the practice of providing high-quality instruction and interventions matched to student need, monitoring progress frequently to make decisions about changes in instruction or goals and applying child response data to important educational decisions.

Response to Intervention Problem Solving Team

During the 2009-2010 school year each campus will begin implementation of a multi-tier model of educational resource delivery. Each tier represents an increasing intensity of services matched to the level of current student need. Student intervention outcomes drive decision making at every tier of the model. A systematic data-based decision making (problem-solving) method is used to decide what interventions to try and determine whether the implemented strategies are working for students. Please contact the Associate Principal for specific information regarding campus implementation.

SPECIAL EDUCATION SCREENING PROCEDURE

Screening is defined as a procedure to determine the most appropriate way to provide help for those students exhibiting unusual and difficult problems in the classroom. Referrals for screening can be submitted by instructional staff, counselors, administrators, parents, students, other agencies, etc. It is at the screening step when a student is identified or not identified as needing special education services. The purpose of the screening is to identify how the student is functioning in the classroom to determine the most appropriate way to help the student and/or recommend further evaluation. The screening process can be initiated by completing the Campus Screening Request (PSC-1) which is available in the Guidance Office. This completed report should be given to the Associate Principal.

SPECIAL EDUCATION RECORDS

According to Federal law the school is required to keep special education records for five years after graduation. For copies of Special Education records, please contact the Special Education office at 708-679-5646, so that arrangements can be made to pick up these documents.

STUDENT ACTIVITIES

SCHEDULING ACTIVITIES: All activities to be scheduled must be cleared on the official school calendar in the main office. Activities after 3:10 p.m. must be cleared with the principal's secretary. Student groups holding after school activities must arrange for the attendance of faculty representatives at these meetings. It is expected that clubs and organizations sponsoring meetings, dances, etc. will restore the area to a neat and clean condition. This must be done immediately following the activity unless permission is obtained in advance from the principal. It is the policy of the district not to schedule recurring school events on a Sunday or designated holidays.

Note: Activities scheduled in the gymnasium must be cleared on the school calendar by the Assistant Principal for Athletics and Activities.

CLASS MEETINGS: Besides the class meetings held during school hours, in the first week of school and before class elections in the spring, class officers call after school meetings to discuss such things as homecoming plans and class parties. Every student is invited to help carry out class projects.

DRAMA: Students have the opportunity to participate in acting and stage crews for various productions during the year. Performances for audiences of parents and students give experiences and appreciation in the dramatic arts.

MUSIC: Concert Choir, Cadet Choir, School Musicals, Jazz Band, Stage Band and many others are possible music activities that you may wish to consider as a co-curricular activity.

NATIONAL HONOR SOCIETY: To qualify for National Honor Society, a student must demonstrate qualities of leadership, character, scholarship and service. Greatest emphasis is placed on scholarship. Members are elected February of each year. A student must be a member of the Junior or Senior class and have a cumulative grade point average of 3.5 or above to qualify for consideration.

NEWSPAPER: A regular edition of the school newspaper is prepared by students under the guidance of a faculty sponsor. News and feature stories are written, edited, laid-out and published by a student staff.

OPERATION SNOWBALL I & II: This prevention program is held at Camp Manitouqua in Frankfort. It is a retreat that includes activities such as large group presentations, mini-workshops, small group discussions, a dance and a talent show and many more exciting activities.

SCHOLASTIC BOWL: Inter-scholastic competition in academic categories pits teams of four against the clock in conference sectional and state competition.

SPEECH: Eleven different individual performing areas - dramatic interpretation, humorous interpretation, original oration, oratorical declamation, original monologue, extemporaneous speaking, after-dinner speaking, verse reading, prose reading, radio speaking and duet acting - providing many opportunities for students to develop talents in the speaking arts.

STUDENT GOVERNMENT: Rich Township students have a unique opportunity to develop the type of school spirit, tradition, and student morale that will make everyone proud to be a Rich Township student for years to come. Through a truly representative student government, leaders will be given the responsibility to serve the needs and interests of all students. Stress will be placed on giving each student an opportunity for self-expression. Each student has a great responsibility for selecting industrious leaders, as the attitude and behavior of their leadership will be reflected in the total student body. More specific, the duties of student government can be summarized as follows:

Service: To service the needs and interests of all students.

Tradition - Morale: To develop and improve school tradition and spirit which influences school morale.

Attitudes: To develop positive attitudes that will promote the general welfare of the school.

Responsibility: For the student activity program. Any student with a little initiative can become actively engaged in student government work.

STUDENT CLUBS

Procedures needed to start a new club/activity:

1. A petition of support must be signed by at least thirty students with a volunteer faculty sponsor willing to oversee the new club/activity.
2. Student Council approves the new club/activity or disapproves it.

3. If approved, the petition for the new club is returned to the volunteer faculty sponsor. The volunteer faculty sponsor must submit a proposal with the following information: constitution, meeting dates and times, projected budget (including estimated stipend for year two) and purpose for the club.
4. The proposal is now submitted to the building administrative team for approval.
5. If approved, the proposal for the new club/activity is submitted to the Executive Council for approval.
6. If approved, the proposal for the new club/activity is now submitted to the Board of Education for final approval.

During first year of the new club/activity, the sponsor does not receive a stipend for services rendered while sponsoring the club.

Activities Membership Regulations: There will be no exclusion to membership in school activities by reason of:

1. Gender (unless of obvious necessity).
2. Year in School (honorary activities and the like are the exception).
3. Other membership (school schedule is self-limiting).

ELIGIBILITY

In order to be eligible to participate in any school-sponsored or school-supported athletic or extracurricular activity, a student must maintain a 2.0 grade point average. (Refer to Board policy 6.190)

Formation of Clubs: Each club has one or more faculty member sponsors and is required to organize and submit a petition for club charter from the Student Government. In order to qualify for a charter, the activity must identify its aim and objectives and draw up a constitution.

BUSINESS PROFESSIONALS OF AMERICA: The purpose of Business Professionals of America is to provide as an integral part of the instructional program additional opportunities for secondary students (grades 9-12) in business and office education to develop career competencies and to promote civic and personal responsibilities.

CHESS CLUB: Offers students the opportunity to compete with students from other schools. Meets are held during the year culminating with a conference tourney and a state tourney.

CREATIVE WRITING: This Club is for any student interested or talented in creative writing, or the student who is interested in publications. You will publish (semi-annually) a magazine of creative student works, i.e., poems, essays, short stories, and epigrams.

DECA: Activities that are vocationally oriented and related specifically with the Inter-Related Cooperative Education program.

FUTURE TEACHERS OF ILLINOIS: A partnership of educational and community organizations formed to recruit and support minority students into primarily urban teaching. And to prepare students to be effective teachers of the future, which means changing their perception of what schools and classrooms can be, and changing their perception about what teachers need to be able to do.

HUMAN RELATIONS CLUB: This club will promote better relations among different cultures and provide social activities to enhance multi-cultural awareness.

KEY CLUB: Sponsored by the Tri-village Kiwanis Club. Key Club is a service organization open to all students. The club involves itself in many small projects that serve the school and community. Meetings are held regularly and trips are taken. Selected members attend Key Club, state and national conventions.

LANGUAGE CLUBS: Each language club encourages activities that provide students with exposure to the cultural aspects of the language they are studying; field trips, parties and regular meetings, along with some special projects, are determined by the members of each club.

MATHLETES: Offers students the opportunity to compete with students from other schools on

mathematics topics at the various grade levels. Five meets are held each year and awards are presented to the top participants in the conference meet.

STUDENT ATHLETICS

Fall Sports

Boys' Cross Country
Girls' Cross Country
Football
Boys' Golf
Girls' Golf
Boys' Soccer
Girls' Tennis
Volleyball
Fall Cheerleading
Poms

Winter Sports

Boys' Basketball
Girls' Basketball
Girls' Bowling
Wrestling
Winter Cheerleading
Poms

Spring Sports

Baseball
Girls' Soccer
Softball
Boys' Tennis
Boys' Track
Girls' Track

ATTENDANCE POLICY

The school reserves the right to require additional verification beyond parent/guardian approval for any student absence.

Attendance Office Telephone Number: #679-6144, 679-6145, or 679-6100.

Students will be issued class admits to be used as follows:

Excused: For sickness or serious emergency

Explained: For dental appointments, religious holidays, family travel, etc.

Unexcused: For truancy or suspension and excessive absences.

P.E. Excuse: Physical Education Excuses must be obtained from the Nurse's office - **before** the first hour of the day.

Late Buses: Students are not to be penalized if their bus arrives late to school. They should immediately pick up a late bus pass from the attendance office. All students are to be in class within five minutes after their late bus arrives at school.

ATTENDANCE GUIDELINES AND PROCEDURES

The School Code of the State of Illinois requires the attendance of all students until the age of 17. It is the legal responsibility of parents and/or guardians to see that their children attend school regularly. Truancies of students under the age of 17 will be reported to the County Truant Officer, as required by the School Code. A student may not attend or participate in any school activity on a day that he/she has been absent from more than ½ of his/her classes.

Regular attendance and punctuality are good habits to acquire. They are characteristics of successful students and later, working individuals. Your future employers always inquire about your absence record.

There are other reasons for consistent attendance that are obvious. We need the help of both parents and students to ensure that the maximum benefits of the school program are realized.

Listed below are the **only** reasons that **excused** students will be granted for an absence:

1. Sickness
2. Death in the family
3. Medical appointments
4. Serious family emergency (does not include babysitting, oversleeping or admitting repairman)

5. College visitation (junior and senior students)
6. Religious holidays

Unexcused status is assigned for:

1. Truancy
2. Suspension from school
3. Any student who is absent 10 or more consecutive days, without parental contact, will be dropped from school for non-attendance. Parents wishing to re-enroll the student must present current proof of residence. Students who present evidence of illness from a physician will be excused from this requirement.

RELIGIOUS HOLIDAYS

Students will be granted explained absence status to participate in religious exercises under the following conditions:

1. If such an activity is held only during school hours (If religious services are provided outside school hours, students are expected to attend at those times.)
2. A note from the parents should be brought to the attendance clerk the day prior to such a religious holiday.

ENTERING AND LEAVING THE BUILDING DURING SCHOOL HOURS

Sign In Policy

1. Students should plan to arrive to school ten minutes before the start of school. No admits will be issued after the warning bell.
2. Students who arrive after the start of school must "sign in unexcused" at the attendance office.
3. Students who violate these procedures will be subject to disciplinary action.

Sign Out Policy

1. Students who have the need to leave the building shall obtain permission from their parents first and then from the Pupil Personnel Office. These students must "sign out" in the Attendance Office.
2. Students who are ill will be sent home at the discretion of the school nurse.
3. Students **MUST** stay on school grounds once they arrive.
4. Students who violate these procedures will be subject to disciplinary action.

Leaving School Prior to Last Day of School Year

Students who must leave school prior to the official closing of school are handled in the following manner:

1. If the family is moving from the district, teachers are permitted to assign make-up work in advance and students are given credit.
2. Students who are absent from school due to illness or serious family emergencies are permitted to make-up work without penalty after the school term ends.
3. All requests for early dismissal must be made in writing and submitted to the Principal or Associate Principal before credit is given for make-up work.

**DISTRICT 227 TARDY/TRUANCY POLICY
2009--2010 SCHOOL YEAR**

RICH TOWNSHIP HIGH SCHOOL

I. Excessive absences

After the 10th excused absence per semester, the student will be in jeopardy of being dropped from his/her academic program. After the 7th excused absence a parent conference will be

held and the student will be placed on a probationary status. On the 11th excused absence, the student will be dropped from either a class/classes or school based on the circumstances. The school officials have the right to request medical documentation of absences.

- Parents/Guardians must call the attendance office by 3:00 p.m. on the day of the student's absence in order for the absence to be excused. Parents/Guardians may report student absences before 7:30 a.m. by calling the Attendance Office and leaving a voice mail. Only the parent or legal guardian may report a student's absence. Calls made by other individuals will not be accepted and the student will be considered truant.
- If the student is signing in/out for a doctor or dental appointment, they must present a doctor's note to the Attendance Office upon return to school. If this procedure is not followed, the student will be considered truant.
- A student may not attend or participate in any school activity on the day he/she is absent from class.
- **After the 5th unexcused absence to first hour class, the student will be dropped from the class. *Extenuating circumstances can be determined by a school administrator. Refer to Truancy Policy Intervention Steps.**

II. Truancy Policy

A. Definition: An unexcused absence also known as truancy is defined as a total absence from class without permission of a school official or parent/guardian.

B. Truancy Policy

- Step 1 A referral is sent to the Dean's Office and a parent contact is made.
- Step 2. A referral is sent to the Dean's Office, a parent contact is made, and appropriate consequences are assigned.
- Step 3. A referral is sent to the Dean's Office, a mandatory parent conference is held with Dean/Administrator, and a contract is created.
- Step 4. A referral is sent to the Dean's Office with a possible student drop from class by appropriate Dean/Administrator.

III. Tardy Policy

All passing periods are 5 minutes

A tardy to class is one in which the student arrives to class after the passing period. Repeated tardiness may result in being dropped from the class for the duration of the semester.

- Step 1. Warning -Contact Parent (auto dial) – Documentation occurs on Power School. Parents will receive a phone call at the end of the day for each period the student is tardy during the school day. Those parents for whom we have an email address will also receive an e-mail.
- Step 2. Contact Parent (auto dial). Documentation occurs on Power School.
- Step 3. Teacher contacts home (post card, email, or phone call) and documents on Power School Log. Student receives a referral to the Dean's Office from the Attendance Office and documentation on Power School. Dean assigns student an In-house suspension and sends jeopardy letter home.
- Step 4. Student receives a referral from the Dean and documentation on Power School. The Dean involves the support of counselor/social worker. Parent contacted per letter/phone call. Student will not be allowed to return to school without a mandatory reentry conference with the parent.
- Step 5. Student receives a referral from the Dean's Office and documentation on Power School. Administrator may authorize a drop from class.

STUDENT RIGHTS, RESPONSIBILITIES

AND REGULATIONS

Students, as citizens of the United States, are guaranteed certain individual rights and have corresponding individual responsibilities. Parents, teachers, and administrators have a responsibility, and a duty to protect the rights of students while maintaining an educational atmosphere conducive to the teaching and learning process. The concept of balancing the rights of the individual with the right of society is as valid in the educational community as in the larger community.

STUDENT BILL OF RIGHTS

1. Students are guaranteed all rights stated in the U.S. Constitution.
2. Students will be permitted, without fear of punishment, to express their opinions in an appropriate manner.
3. Students will be allowed self-expression through dress as long as they are not in violation of the school or State dress code.
4. Students may distribute or post leaflets, newspapers, and/or literature on school grounds as long as it is not in violation of school or village regulations governing same.
5. Students have the right to recommend that assemblies be held on any issue which directly or indirectly affects school concerns.
6. Before any locker search is held, the student's presence may be requested. If the student is not present, two designated school personnel must be present when the locker is searched.
7. Students are guaranteed due process in any disciplinary action. Where punishment is issued, students may follow the appeals process beginning with the Associate Principal and then the Principal.
8. Students have the right to stage peaceable protests as long as these actions do not infringe on the rights of others.
9. Students have the right to have any grade received justified.
10. Students have the right to form among themselves, organizations within the school so long as these organizations have an educational purpose and a faculty sponsor can be obtained with continuous faculty supervision.

STUDENT PHOTOS IN MEDIA

Photos and/or videos of District 227 students may be used in district publications, newspapers, journals, magazines, video productions, and on television unless parents/guardians complete a Photo Refusal Form and return it to the Main Office. These forms may be obtained from the Main Office. A new form must be completed at the beginning of each school year to avoid any misunderstanding.

Questions regarding this procedure may be directed to the Main Office of your campus.

STUDENT RESPONSIBILITIES

1. To become informed of and adhere to reasonable rules and regulations established by the Board of Education and implemented by school administrators and teachers.
2. To respect the rights and individuality of other students, school administrators and teachers.
3. To refrain from libelous, slanderous remarks and unnecessary obscenity in verbal and written expression.
4. To dress and groom in a manner that meets reasonable standards of health, cleanliness and safety.
5. To be punctual and present in the regular or assigned school program to the best of one's ability.
6. To refrain from gross disobedience or misconduct or behavior that materially and substantially disrupts the educational process.

7. To maintain the best possible level of academic achievement.
8. To respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school sponsored activities.

PRIVACY ACTS – SCHOOL RECORDS

All rights and privileges accorded to a parent under these Acts shall become exclusively those of the student upon his/her 18th birthday, graduation from secondary school, marriage or entry into military service, whichever occurs first. Such rights and privileges may also be exercised by the student at any time regarding the student's permanent school records.

ACT TEST SCORES

Unless written notification to student's counselor has been made, ACT test scores will appear on the student's transcript.

MEDIATION

Rich Township High School District has a mediation project designed to assist students in resolving their own conflicts. In cases where a student's conflict may be identified before a discipline problem results, students may request the assistance of student mediators to help them resolve their problem. These requests should be made through the Deans' Office.

UNIFORM GRIEVANCE PROCEDURE

Students, parents, guardians, employees, or community members should notify the District Non-discrimination Coordinator or Complaint Manager if they believe that the school board, its employees, or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal statute, or Board policy, or have a complaint regarding the following:

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Individuals With Disabilities Education Act, 20 U.S.C. Sec. 1400 et seq.
5. Title VI of the Civil Rights Act, 42 U.S.C. Sec. 2000d et seq.
6. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. Sec. 2000e et seq.
7. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
8. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
9. Curriculum, instructional materials, programs
10. Provision of services to homeless students

The Nondiscrimination Coordinator or Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies, and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies.

1. Filing a Complaint

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

dent, The Nondiscrimination Coordinator or Complaint Manager shall assist the Complainant as needed.

2. Investigation

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

Within 10 school days of the date the complaint was filed, the Nondiscrimination Coordinator or Complaint Manager shall file a written report of his or her findings with the Superintendent. The Nondiscrimination Coordinator or Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the school board, which will make a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

3. Decision and Appeal

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

Within 5 school days after receiving the Superintendent's decision, the Complainant may appeal the decision to the school board by making a written request to the Nondiscrimination Coordinator or Complaint Manager. The Nondiscrimination Coordinator or Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the school board. Within 10 days, the school board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information for the Board. Within 5 school days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action. The Complainant may appeal the school board's decision to the Regional Superintendent pursuant to Section 3-10 of The School Code and, therefore, to the State Superintendent pursuant to Section 2-3.8 of The School Code.

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

Appointing Nondiscrimination Coordinator and Complaint Manager

The Superintendent shall appoint at least one Nondiscrimination Coordinator and one Complaint Manager. Following are the Nondiscrimination Coordinator and Complaint Manager:

Nondiscrimination Coordinator

Complaint Manager

Mr. Ilandus Hampton

Ms. Marda Cotton-Ramey

District Office

District Office

20000 Governors Highway

20000 Governors Highway

Olympia Fields, IL 60461 (708)-679-5719

Olympia Fields, IL 60461 (708)-679-5640

Age Discrimination in Employment Act, 29 U.S.c. Sec. 621 et seq. Americans With Disabilities Act, 42 US.c. Sec. 12101 et seq.

Equal Pay Act, 29U.S.C. Sec. 206(d).

Immigration Reform and Control Act, 8 US.c. Sec. 1324a et seq. Individuals With Disabilities Act, 20 US.C. Sec. 1400 et seq.

McKinney Homeless Assistance Act, 42 U.S.C. Sec. 11431 et seq. Rehabilitation Act of 1973,29 US.C. Sec. 791 et seq.

Title VII of the Civil Rights Act, 42 U.S.C. Sec. 2000d et seq.

Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. Sec. 20000e et seq.

Title IX of the Education Amendments, 20 U.S.C. Sec. 1681 et seq.

775 ILCS 5/1-101 et seq.

105 ILCS 5/2-3.8, 5/3-10, 5/10-20.7a, 5/10-22.5, 5/22-19, 5/24-4, 5/27.1 and 45/1-15.

23 Ill. Admin Code Sec. 1.240 and 200-40

Policy Adopted: September 18, 2006

RICH TOWNSHIP HIGH SCHOOL DISTRICT 227

Olympia Fields, Illinois

Harassment of Students Prohibited

No person, including a District employee or agent, or student, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects 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, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment or intimidation are handled according to the provisions on sexual harassment below. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, such as by including this policy in the appropriate handbooks.

Sexual Harassment Prohibited

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

1. Denies or limits the provision of educational aid, benefits, services, or treatment, or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the

Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Manager. At least one of these individuals will be female, and at least one will be male.

Nondiscrimination Coordinator

Complaint Manager

Mr. Ilandus Hampton
Rich Township High School District 227
20000 Governors Drive – Suite 200
Olympia Fields, IL 60461 (708) 679-5719

Ms. Marda Cotton-Ramey
Rich Township High School District 227
20000 Governors Drive – Suite 200
Olympia Fields, IL 60461 (708) 679-5640

The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate sexual harassment, such as by including this policy in the appropriate handbooks.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including, but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

EXPECTATIONS FOR STUDENT BEHAVIOR

It is expected that students will make decisions which will result in exemplary school conduct and that they will not demonstrate behaviors which cause disruption to the educational process and/or be in violation of the law. It is recognized, however, that young people do make mistakes in judgment regarding their behavior. In order to help students in their decision making, we are listing below some of the consequences for the more serious mistakes in judgments regarding their behavior. The subsequent statements apply to behaviors occurring on school premises, riding school buses, at school-sponsored activities, wherever located, or off school grounds, or while in direct route from school to home as well as home to school, that would interfere with the school's educational process and a safe school environment. Discipline procedures may be modified for special education students and section 504 eligible students when the student's behavior is a direct result of the student's disability. A Behavior Intervention Policy has been established to provide guidelines for eligible students. Violation of a Behavior Intervention Policy, such as a mediation agreement, will result in disciplinary action.

Definitions

1. **Expulsion** is the exclusion of a student from school for up to two calendar years. This action is assigned by a majority vote of the Board of Education.
2. **Out-of-School Suspension** is a temporary exclusion from school not to exceed ten consecutive school days assigned by a dean, assistant principal, principal, assistant superintendent or superintendent. Students are not allowed on school property and are excluded from all school functions, as well as extra-curricular activities for the duration of the suspension.
3. **Detention:** Students are to serve detentions on the designated date. Failure to do so will result in additional consequences.
4. **Student Lockers** are school property and remain as such at all times. Although lockers may be assigned to students for their convenience, students are to be advised that the school retains the right to inspect lockers at any time and that school authorities will inspect lockers whenever they deem it reasonable or appropriate to do so. Periodic locker inspections may be conducted from time to time and are to be expected by students. (Policy 5142.1) Local

police canine units will also be used in the search process. Vehicles parked on the school grounds may be subject to search/seizure by local canine units or other such means under the supervision of school officials.

5. **A Special Education Student:** One who has been determined eligible for a special education instructional program or special education support services pursuant to Article 14 of the School Code and for whom the preceding consequences may be modified if the gross disobedience is a direct result of the student's disability.
 6. **Screening** is defined as a procedure to determine the most appropriate way to provide help for those students exhibiting unusual and difficult problems in the classroom. Referrals for screening can be submitted by instructional staff, counselors, administration, parents, students and other agencies. A student is not identified as needing or not needing special education at the screening step. The purpose of screening is to identify how the student is functioning in the classroom to determine the most appropriate way to help the student and/or recommend further evaluation. The screening process can be initiated by completing the Campus Screening Request (P.C.-1) which is available in the Guidance Office. This completed report should be given to the Associate Principal.
 7. **Alternative Educational Placement** is defined as a placement outside of the typical school setting, e.g. Ombudsman Program and/or like or similar programs. These placements may be considered for reasons of discipline, behavior, attendance, academics and the like as determined by school officials.
- A. **Disruption to the Educational Process**

It is necessary that a safe and orderly learning environment be maintained in a school. No student has the right to disrupt the learning process of another student. Because parents have the primary responsibility in correcting the misbehavior of their student, the school will strive to effectively and personally communicate with parents whenever the student demonstrates any misconduct. The student misbehaviors specified in this handbook are the most disruptive to a safe and orderly environment and, therefore, have the most serious consequences. Teachers may use reasonable force needed to maintain safety for other students. In administering the consequences for disruptive behavior, the school will assure students' due process as stated in the Student Bill of Rights.

1. **Gross Disobedience**

Students are expected to obey the reasonable directions of school employees. Students who refuse to identify themselves to any school personnel are guilty of gross disobedience. **Refusal to comply with any reasonable directive will be considered insubordination and disciplinary action will be taken.** Chronic or repeated offenses of disobedience will not be tolerated and will be considered gross disobedience. Whenever students are involved in such behaviors, the following will result:

- a. Detention/In-school suspension; and/or
- b. Up to a ten-day out-of-school suspension; and/or
- c. Recommendation for expulsion, if circumstances warrant.
- d. Multiple suspensions or repeated offenses that total 7 out of school days or more may result in the suspension from participation in all school activities/privileges for the period of one semester.

2. **Gross Misconduct**

Gross misconduct is any conduct or behavior including **cyberspace activities** and text messaging which may lead school authorities to forecast/respond to substantial disruption/interference with the daily educational process. It may also occur outside the school grounds provided that a relationship exists between the conduct of the student and the school's educational function.

Consequences:

- a. Detention/in-house suspension; and/or
- b. Up to a ten-day out of school suspension; and/or
- c. Recommendation for expulsion, if circumstances warrant.

3. **Fighting**

Whenever students are involved in any physical or verbal confrontations which can be characterized as aggressive behavior with another student, which includes instigating a fight, or which can lead to a serious disruption in the school environment, the following will result:

- a. Up to a ten-day out-of-school suspension (unless evidence indicates that only one was clearly the aggressor); and/or
- b. Recommendation for expulsion if circumstances warrant; and/or
- c. Referral to the police.

For repeated offenses, the following will result:

- a. A ten-day out-of-school suspension; and/or
- b. Recommendation for expulsion, if circumstances warrant; and/or
- c. Referral to police; and/or
- d. Possible placement in an alternative school setting.

For any unprovoked attack by a student or group of students upon another person, the following will result:

- a. A ten-day out-of-school suspension; and/or
- b. Recommendation for expulsion, if circumstances warrant; and/or
- c. Referral to police; and/or
- d. Possible placement in an alternative school setting.

4. **Disrespect/Harassment/Hazing**

Disrespect/Harassment/Hazing is the result of conduct, which has the intended outcome of creating an intimidating, hostile, or offensive environment for others. This includes threats to the personal safety of others and will result in the following:

- a. Up to a ten-day out-of-school suspension; and/or
- b. Recommendation for expulsion, if warranted; and/or
- c. Recommendation for Program Alternative if warranted; and/or
- d. Referral to the police.

Vulgar and/or obscene language or gestures, racial, ethnic or religious insults, or slurs/comments related to sexual orientation or disability directed by students towards other students or school employees will result in:

- a. Up to a ten-day out-of-school suspension; and/or
- b. Recommendation for expulsion, if warranted; and/or
- c. Recommendation for Program Alternatives if warranted; and/or
- d. Referral to the police.

5. **Gangs and Related Activity**

Street gangs, satanic cults, or any display that can be construed as gang affiliation via placement on the body or clothing delineated by left or right is prohibited. Additionally, any color or color-scheme that may be misconstrued as gang identification is not acceptable in the school setting. The wearing of gang insignia or satanic cult paraphernalia or symbols, "flashing" gang signs, drawing gang and/or satanic cult symbols, distribution of gang or satanic cult literature, the use of gang "threats/physical aggression" and related gang and satanic activities are prohibited. In addition, only those student groups that have been ap-

proved by Student Council and campus administration are permitted the use of school facilities for meetings and/or activities. Such activities and any other activities that the school administration may deem potentially disruptive to the school climate will not be tolerated and subject to disciplinary action. The disposition for violation of these rules will include a parent conference and may also result in:

- a. Up to a ten-day out-of-school suspension; and/or
- b. Recommendation for expulsion, if circumstances warrant; and/or
- c. Referral to the police.

6. School Dress

Students are expected to dress in an appropriate manner, respectful of the purpose of the school and those around them. Students may not wear clothing or accessories which disrupt the educational atmosphere, damage school property, or contributes to unhealthy conditions of the school. Appropriateness of school dress will be determined by the school administration.

- a. The feet must be covered with shoes or sandals. The shoes or sandals must not mark or damage floors. Shower shoes/house slippers are not to be worn.
- b. Students must dress in opaque material from the shoulder to the lower mid-thigh(finger tip length). Slits or splits in clothing should be modest and appropriate for an academic setting. Students shall not wear tank tops, halter-tops, garments with spaghetti straps, or strapless garments. Garments that are "see-through", cut low, or expose one's midriff or undergarments, are not acceptable. Sleeveless garments must extend from the neck to the end of the shoulder cap, and fit closely under the arms. Undergarments must not be visible, when either standing or sitting. Sleepwear and/or pajamas are not to be worn.
- c. Coats, jackets, headscarves, hats, head coverings, hoods and sunglasses may not be worn in the school and must be stored in the hall lockers during the school day. Exceptions may be made by school administration for religious or health reasons.
- d. Students may not display or wear pocket chains and/or other metal objects which may be used as a weapon.
- e. Students may not display and/or wear clothing, jewelry, or tattoos displaying obscenities, gang/satanic cult symbols, or advertising promoting alcohol, drugs, violence or weapons, nor may students display and/or wear clothing or clothing items, jewelry, or tattoos that denigrate others on the basis of race, color, religion, creed, national origin, gender, sexual orientation or disability, or that are otherwise contrary to the school's educational mission.
- f. No book bags or back packs in which to carry books or other materials will be allowed in the classroom. Only mesh drawstring shoe bags will be allowed to be worn in the classroom.
- g. Students shall not wear pants that sag or fit below the waist. All pants must fit around the waist and be properly fastened. Pants cannot be worn inside out.

Violation of Dress Code will result in the following:

- a. Students will not be allowed to attend regularly scheduled classes until the mode of dress is acceptable for the educational environment.
- b. Repeated offenses will be considered gross disobedience.

7. Electronic Devices

Cell Phones/Pagers

In order to maintain a quiet and orderly learning environment, students are not allowed to use or turn on any electronic signaling and cellular radio- communication devices at a Rich

Township High School until after the regular school day has dismissed, including tutorial. Such devices are also not to be used or turned on at Rich Township-sponsored activities unless authorized and approved by the administration in designated areas.

Cellular phones, iPods, MP3 players, and any other electronic devices that do not support the academic process should be on your person in the off position during the academic school day. It is recommended that these devices be placed in school lockers during the regular school day. If these devices are being used during regular school hours, they will be confiscated by a school official and returned to the parent or guardian. Electronic ear devices should not be worn or visible during the school day. **Rich Township High School District 227 is NOT responsible for lost or stolen electronic devices.**

If these devices are being used during regular school hours, they will be confiscated by a school official and handled as follows:

1st Offense: The parent of the student will have to pick the phone up from the Dean of Students. (Student will be responsible for contacting parent.)

2nd Offense: Referral to the Dean. The Dean assigns an appropriate consequence. (Saturday detention, in-school suspension, or assignment of disciplinary points)

3rd Offense: Student will be suspended until a parent conference.

If a student refuses to allow device to be confiscated, it will be considered gross insubordination and will result in a 3 day out of school suspension.

Cellular and radio-telecommunication devices may be used on Rich Township Activity busses. Video taping is not allowed. Cell phones may be used after school and during extracurricular sporting events. They may not be used while participating in structured curriculum related activities, whether during the school day or after school hours, **unless authorized or approved by administration/designee**

8. Student Behavior - End of School Term

Any violation of school rules during the last days of the school term by freshmen, sophomores, or juniors will be subject to disciplinary action which could extend into the following semester, summer term or next school year for the student(s). A community service option can be considered by school officials. Violations by graduating seniors may result in exclusion from graduation ceremonies and/or other disciplinary action.

9. Academic Integrity

Any academic cheating or plagiarism will result in an academic referral by the staff member to the appropriate administrator, parent contact, possible grade reduction, detentions or suspensions, or possible withdrawal with failure/loss of credit depending on the seriousness of the offense.

10. Loitering

Students may not be in unauthorized areas of the building or grounds at any time. Students are expected to exit the building at the conclusion of their last class unless they are under the supervision of staff members. If students are waiting for an activity, they must stay in the designated holding area(s). Any student not abiding by these rules will be deemed insubordinate and subject to disciplinary action.

11. Sale or Distribution of Goods

Students may not sell any items during school or at any school related event without prior written approval of school administration or the appropriate governing body which approves such sales. Approval will be given only to school sponsored groups for fund raising purposes. Food items intended for celebrations should not be brought into the school for distribution.

12. Early Identification: Aggressive Behavior

Students who are identified by school personnel, teachers, instructional assistants, custodians,

and the like as having demonstrated aggressive behavior or behaviors that put them at risk for aggressive behavior including, but not limited to, "bullying" which is hereby defined as conducts and/or behaviors toward other students that, to a marked degree, appear or could be construed or interpreted as intended to terrorize, intimidate, or start either verbal and/or physical altercations with another student or students, shall be referred to the appropriate designated administrator or committee, such as the pupil personnel or screening committee, who are trained in response to these referrals. The committee will take those actions necessary as is protocol for that school, such as, but not limited to, parent contact.

School personnel shall abide by procedures which are in place to assist in their referral for that student(s). This referral will be utilized by the aforementioned personnel, and/or team, and/or committee, and that personnel shall consider the referral. Upon review, the committee and/or designated individuals on that committee or team shall determine whether the conducts and/or behaviors of the student are of such a nature and degree that the student be referred by the committee as a student at risk for aggressive behavior.

B. Violation of the Law

As an integral part of the community, Rich Township High Schools' students and staff are governed by local, state and federal statutes which apply to all others in the community. As a result, it is a district practice to involve the local police department whenever it is determined that a violation of these statutes may have occurred.

1. Verbal/Physical Assault to School Personnel:

Incidents of verbal/physical assault, intimidation and/or threats or battery to a member of the school personnel will not be tolerated. Whenever students are involved in such behaviors, the following will result:

- a. A ten-day out-of-school suspension; and/or
- b. Recommendation for expulsion if warranted; and/or
- c. Referral to the police.

2. Alcohol and Other Drugs

In the event that a student possesses drug paraphernalia or is under the influence of or is involved in the possession, sale, consumption, or distribution of illegal or controlled substances or misuse of over the counter or prescription medicines (including drugs classified as "look-alikes" and alcoholic beverages) on school property or while attending any school-sponsored activity, any or all of the following will result:

- a. A ten-day out-of-school suspension; and/or
- b. A parent conference within five days after the suspension begins; and/or
- c. Referral to the police; and/or
- d. Confiscation of material which will be turned over to the police department if necessary; and/or
- e. A conference scheduled with a Student Intervention Team member or the District Substance Abuse Coordinator; and/or
- f. Recommendation for expulsion, if circumstances warrant.

Alternatives to suspension may be offered only on the first offense for students under the influence or in possession of an amount that cannot be considered salable. The alternative would require a minimum of five days out-of-school suspension, enrollment and completion of a school approved alcohol/drug assessment education or counseling program.

The District views alcohol and drug abuse as both a school and total community problem. The District offers assistance, within the context of the school setting, to students and their families who are experiencing a substance abuse problem. Each school has a Student Intervention Team to assist students and their families. Please call the school to speak to

one of the Team's faculty members if you desire help.

3. **Theft or Possession of Stolen Property**

If it is determined that a student has stolen, is an accessory to a theft, or is in possession of stolen property, the following will result:

- a. Up to a ten-day out-of-school suspension and referral to police, if warranted; or
- b. Parent conference; and/or
- c. Restitution; and/or
- d. Referral to the police; and/or
- e. Recommendation for expulsion, if circumstances warrant.

4. **Lagoon**

The Board of Education of District 227 prohibits entrance into the water or onto the ice of the lagoons of the three Rich Township High Schools. Trespassers will be subject to a fine not to exceed \$500.00 as per the local village ordinances, (Policy 142.2) and up to a 10 day suspension.

5. **Possession of Weapons**

A pupil who uses, possesses, distributes, purchases, or sells a weapon on school premises or property or at any school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school, shall be recommended to the Board of Education for expulsion for at least one calendar year and may be expelled for up to two calendar years.

The term "weapon" means possession, uses, control or transfer of any object which may be used to cause bodily harm including, but not limited to, knives, razors, guns, (pellet gun and B-B guns) firearms, rifles, shotguns, brass knuckles, billy clubs, or "look-alikes" thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils and pens may be considered weapons if used or attempted to be used to cause bodily harm. Possession of a weapon will result in:

- a. Up to a ten-day out-of-school suspension; and/or
- b. Referral to the police, if warranted; and/or
- c. Recommendation for expulsion, if circumstances warrant.

6. **Setting a Fire or Fire Alarm**

For any student who commits arson (deliberately sets fire on school premises) or releases a fire alarm, fire extinguisher, or makes a 911 call falsely, the following will result:

- a. Restitution
- b. Up to ten-day out-of-school suspension; and/or
- c. Referral to the Police; and/or
- d. Recommendation for expulsion, if circumstances warrant.

7. **Fireworks and/or Explosives, Volatile Chemical Mixtures or Look-alikes**

Involvement in the possession and/or discharge of fireworks will result in:

- a. Up to a ten-day out-of-school suspension
- b. Referral to the Police; and/or
- c. Recommendation for expulsion, if circumstances warrant.

8. **Vandalism**

Defacing and/or damaging school, staff, or student property including graffiti and vandalism and/or damage to vehicles by students while on school property or transporting others will result in:

- a. Restitution
- b. Up to a ten-day out-of-school suspension
- c. Referral to the Police; and/or
- d. Recommendation for expulsion, if circumstances warrant.

9. **Gambling**

Students are not to participate in games of chance or activities which involve gambling or gambling paraphernalia. The result of such actions will include confiscation of gambling materials and will result in:

- a. Up to a ten-day out-of-school suspension; and/or
- b. Referral to the police; and/or
- c. Recommendation for expulsion, if circumstances warrant.

10. **Sexual Harassment/Sexual Misconduct**

Employees and students are prohibited from sexually harassing other employees or students. Sexual harassment in any form by any person is unacceptable. Sexual harassment means any conduct of a sexual nature by a person directed toward another person when:

- a. Such conduct has the obvious result in creating an intimidating, hostile, or offensive school environment for the person; or
- b. Such conduct is continued by the person after the request of the other person to stop such conduct because it is intimidating, hostile or offensive to the person. The determination of whether the conduct of a person is intimidating, hostile, or offensive is to be made by the school administration. Sexual harassment prohibited by this policy includes verbal, written or physical conduct. The terms intimidating, hostile or offensive as used above include conduct, which has the effect of humiliation, embarrassment, or discomfort. Complaints alleging a violation of this policy are solicited and must be brought to the attention of the appropriate school official/employee informally or through the appropriate grievance procedure. Caution must be exercised, however, to accurately state the facts giving rise to the complaint and to avoid groundless complaints. Individuals who feel that a sexual violation may have occurred are encouraged to report that violation to school personnel. Violations of this policy will be reviewed by the associate principal or designee for appropriate disciplinary action up to expulsion and possible referral to the police.
- c. Any inappropriate sexual behaviors will be considered gross misconduct.

Whenever students are involved in such behaviors, the following will result:

- Up to a ten-day out of school suspension; and/or
- Recommendation for expulsion, if circumstances warrant.

11. Video taping, electronic recorders (**including cell phones**) and anything that reproduces an image are prohibited unless permission has been authorized and approved by the administration in designated areas.

Unauthorized use of such devices will result in:

- a. **Up to a ten day out of school suspension; and/or**
- b. **Recommendation for expulsion, if circumstances warrant.**

12. **Forgery and False Phone Calls**

Forgery, alteration, as well as use, receipt or possession of school documents without proper authority, are prohibited. Students who falsify school documents, a phone call or recruit another person to call on their behalf will result in:

- a. Restitution

- b. Up to a ten-day out-of-school suspension; and/or
- c. Referral to the police; and/or
- d. Recommendation for expulsion, if circumstances warrant.

13. Threats to the Safety of the School Environment

Bomb threats and any other threats to the safety of the school environment will not be tolerated. This includes occupants within the building who are placed in danger. Such threats could result in:

- a. Up to a ten day suspension; and/or
- b. Refer to the police; and/or
- c. Recommendation for expulsion, if circumstances warrant.

14. Use of Tobacco

The first offense of students smoking tobacco or in possession of tobacco products at school or school events will result in a three-day suspension which could be reduced to a one-day in-school suspension if the student(s) complete an approved tobacco awareness program. Second and subsequent offenses will result in a three-day out of school suspension with no option for reduction and a referral to the student Intervention Team.

15. Harassment of Students Prohibited

- a. No person, including a District employee or agent or student, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing or intimidated conduct, whether verbal, physical, or visual, that affects 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, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.
- b. This policy prohibits students from engaging in hazing or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct. (Board Policy 7.190)
- c. This policy prohibits from: (i) accessing, and/or distributing at school any written or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (ii) creating and/or distributing written or electronic material, including Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members. (Board Policy 7.310)

Violations of this policy will be reviewed by the Associate Principal or designee for appropriate disciplinary action up to expulsion and possible referral to police.

COMPUTER USE AND INTERNET INFORMATION

Infractions of normal school rules as set forth in the Student Handbook also pertain to computer use and behavior within a school computer facility.

Computer equipment, including access to the Internet, is to be used in a responsible, efficient, ethical and legal manner in accordance with the mission of Rich Township High School District 227. Users must acknowledge their understanding of this policy and attached rules. Failure to adhere to the policy may result in suspending or revoking the offender's computer privileges and other disciplinary action as appropriate, including a possible recommendation for student expulsion.

District 227 believes that computer access, including the Internet, offers vast, diverse, and unique resources to both students and teachers. The District's goal is to promote educational excellence by facilitating resource sharing, innovation, and communication.

With access to computers and people all over the world comes the availability of material that may not be considered to be of educational value in the context of the school setting. District 227 has taken available precautions, which are limited, to restrict access to controversial materials. District 227 will be using a software program to restrict access to some locations. A certified staff member will supervise students while they are using electronic resources. However, on a global network it is impossible to control all materials, and a user may discover controversial information. District 227 firmly believes that the valuable information and interaction available through electronic resources far outweigh the possibility that users may be exposed to material that is not consistent with the educational goals of the District.

The following guidelines are provided here so users are aware of the responsibilities they are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a District 227 user violates any of these provisions, access to the District 227 computer will be denied, any existing computer network accounts will be terminated, and disciplinary action will result.

These Acceptable Use Policy Rules for District 227 will remain on file at the District Office of Rich Township High School District 227. This and other related documents will be available for review by all parents, guardians, school employees, and other community members.

Terms and Conditions

1. **Acceptable Use:** The purpose of computer resources, including the Internet, is to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. User access must be in support of education and research and consistent with the educational objectives of Rich Township High School District 227. Resources may not be used in violation of any United States, state or local regulation. Computer resources may not be used to upload, download, or distribute pornographic, obscene, sexually explicit, or threatening material. Computer resources may not be used to infringe on copyright or to plagiarize materials.
2. **Privileges:** Access to District 227's computers is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Based upon the acceptable use guidelines outlined in this document, the school administrators will deem what is inappropriate use and their decision is final. Also, the administrators may deny access at any time as required.
3. **Netiquette:** Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
 1. Do not write or send abusive messages to others. Use appropriate language. Be polite.
 2. Do not swear, use vulgarities, or use any other inappropriate language.
 3. Do not access or download or distribute pornography, obscene or sexually explicit materials.
 4. Do not reveal your personal address or phone number(s), or those of other students or school personnel.
 5. Electronic mail (e-mail) is not guaranteed to be private and may be reviewed by school personnel to ensure that all guidelines are followed. People who operate the system have access to all e-mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 6. Do not use computer equipment in such a way that would disrupt the use of the network by other users (e.g. downloading or sending huge files or attachments; sending mass e-mail messages).
 7. Generally, do not use district computer equipment to access chat rooms, "live" message boards, or online games. It is understood that occasionally a faculty member may make a

specific exception to this guideline, when it is educationally appropriate, and grant students limited access to these resources. However, under no circumstances should students attempt to access chat rooms, "live" message boards, or online games without the direct supervision of a faculty member or a staff member.

8. Do not use district computer equipment for commercial activities, product promotion, political lobbying, or illegal activities.
 9. Do not use district computer equipment to attempt to access or "break in" to another computer network.
 10. Do not use e-mail for frivolous or personal use.
 11. Do not use e-mail without the direct supervision of a faculty member or a staff member.
4. **Students will not respond to unsolicited online contact.**
 5. **Security:** Security on a computer system is a high priority. If a user feels he/she can identify a security problem on the computer network, the user must notify a school official. Do not demonstrate the problem to other users. Do not use another individual's account(s). Do not give passwords to any other individual. Attempts to log in to the computer network as any other user will result in cancellation of user privileges. Any attempts to log in to the computer network as a system administrator will result in cancellation of user privileges and the individual may be recommended for suspension and/or expulsion. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the district computers.
 6. **Vandalism:** Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy computer equipment, computer furniture, and/or computer data or software. This includes, but is not limited to, the uploading, distribution or creation of computer viruses.
 7. It is possible for students to **purchase goods and services** via the Internet, and these purchases could potentially result in unwanted financial obligations. **This activity will be prohibited.**
 8. Students **will not be allowed to subscribe to list servers or news groups** unless specific permission is secured from the student's teacher.
 9. **Exception of Terms and Conditions:** All terms and conditions as stated in this document are applicable to Rich Township High School District 227. These terms and conditions reflect the entire agreement of the parties and supersede all prior or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Illinois and the United States of America.
10. **The school district will not be held liable for the following:**
 1. Information stored on school district diskettes, hard drives, or servers.
 2. Information retrieved through the school district computers, networks, or online resources.
 3. Personal property used to access school district computers, networks, or online resources.
 4. Unauthorized financial obligations resulting from use of school district resources and accounts to access the Internet.

RICH TOWNSHIP HIGH SCHOOL DISTRICT 227 COMPUTER ACCESS AND INTERNET STUDENT AGREEMENT FORM

The Rich Township High School District offers students access to electronic information through its computer network, and also through the Internet. Along with this access to computers and to people all over the world comes the availability of material that may not be considered appropriate. The District has taken some available precautions, which are limited, to restrict access to inappropriate materials. The District supports each family's right to decide whether or not to allow their

child to have this access.

Access is a privilege, not a right.

Students are responsible for appropriate behavior when using the Internet, just as they are in classrooms and the school hallways. Therefore, general school rules for behavior, apply. Access to computer equipment, including the Internet and computer network resources is offered to students who agree to act in a considerate and reasonable manner, and parent permission is required. Based upon the acceptable use guidelines outlined in this document, the school administrators will deem what is appropriate use, and their decisions are final. The administration and staff may revoke or suspend user access when these terms are violated.

Students will DO the following:

- Use the computer network and the Internet for educational purposes, such as conducting research for assignments consistent with the District's academic expectations.
- Use appropriate language; avoid swearing, vulgarities, or abusive language.
- Use e-mail only under the direct supervision of a faculty member or a staff member; use e-mail properly, following district policy.

Students will NOT do the following:

- Transmit or receive material in violation of federal, state, or district regulations.
- Use the District computer network or the Internet for commercial activities, product promotion, political lobbying, or illegal activities.
- Break into/attempt to break into any other computer network.
- Damage/attempt to damage, or remove software, files, data belonging to other users, computer hardware, or computer furniture.
- Access chat rooms, live discussion boards, live message boards, or online games. The only exceptions are when students are under the direct supervision of a faculty member who has granted them limited access for educational purposes.
- Use unauthorized software products.
- Create, distribute, share computer viruses or maliciously attempt to harm or destroy data of another user.
- Access, download, and distribute pornography or any obscene or sexually explicit materials.
- Use e-mail for frivolous or personal use.

Computer communication on school district computers is not private and may be reviewed by District personnel, or someone appointed by them, to ensure that all guidelines are followed. Violation of the terms listed above, or any of the terms outlined in the school district's "Acceptable Use Policy Rules," will result in the loss of access to all school computers and may result in disciplinary action, including a possible recommendation for expulsion.

RICH TOWNSHIP HIGH SCHOOLS DISTRICT 227 ASBESTOS INSPECTION AND MANAGEMENT PLAN

As part of a continuing effort to keep everyone up to date concerning asbestos in our schools, Rich Township High School District 227 would like to inform you that the "Response Actions" outlined in the approved Inspection and Management Plan for our High Schools were conducted as scheduled. All inspections and air monitoring results indicate that safe conditions exist in our buildings. Inspection reports and management plans are located at each campus main office and also in the office of the Director of Buildings and Grounds.

MATERIAL SAFETY DATA SHEET PLAN (MSDS)

As part of a continuing effort to keep everyone informed concerning use of hazardous chemicals and herbicides, Rich Township High School District 227 will obtain MSDS sheets for all hazardous chemicals utilized at each campus. Copies of the MSDS sheets will be available for inspection during regular business hours in the Principals office and the Building Foreman's offices at each campus where the chemicals are used and in the office of the Director of Buildings and Grounds. MSDS will be reviewed and updated on an annual basis. MSDS for new products put into use at Rich Township High School District 227 will be reviewed and employees who may be exposed to the product shall receive appropriate training as necessary.