

I have received a copy of the 2017 – 2018 York Student Handbook which includes the school rules and regulations. I am responsible for reading the Student Handbook and understanding the expectations for York Community High School. In the event I choose to participate in athletics or extra-curricular activities, I am responsible for reading and following the Athletic/Activity Code of Conduct which is contained in the handbook.

Date: _____

ID: _____

Student Name (Print):

Student Signature:

YORK PHONE NUMBERS

ADMINISTRATION

Principal	Erin DeLuga	617-2401
Assistant Principal for Curriculum & Instruction	Ryan Doherty	617-2468
Assistant Principal for Student Services.....	Melissa Moore.....	617-2429
Assistant Principal for Finance/Student Activities	Drew McGuire	617-2422
Athletic Director	Rob Wagner	617-2437
Assistant Athletic Director	Nicole Bellecomo-Young	617-2418

STUDENT RESOURCES

Attendance Office	(To report student absence).....	617-2444
Nurse	Pat Hatz /Athanasia Nassopoulos	617-2435
Police Liaison	Dan Corrigan	617-2406
Registrar (Transcripts).....	June Thude	617-2414
The Learning Commons	Erica Drumm.....	617-2400 x 5615

ACADEMIC DEPARTMENTS

Division of Research and Social Science	Jason Immel.....	617-2478
Division of Technology and Applied Arts.....	Wendy Albert	617-2449
Division of Visual and Performing Arts	Bill Riddle	617-2462
English Department	Kevin Poduska.....	617-2453
Mathematics Department	Sue Brown	617-2450
Physical Education/Health/ Driver Education Department	Lauren DeAngelis	617-2417
Science Department	Kirsten Mahoney	617-2450
Special Education Department	Jill Mueller.....	617-2361
Special Education Supervisor.....	Brandon Mixon	617-2475
World Languages/ELL Department.....	Jessica Nall	617-2461

<u>STUDENT SERVICES</u>	617-2442
Heather Saylor (Counseling Department Chair).....	617-2426
Amy Thompson (College & Career Counselor).....	617-2472
Kara Dollaske (Counselor).....	617-2425
Julie Feldkamp-Pradhan (Counselor)	617-2424
Andrew Fuller (Counselor)	617-2311
William Gardner (Counselor)	617-2431
Karla Goldman (Counselor).....	617-2429
Lisa Julian (Counselor)	617-2423
Diane Oliveros (Counselor)	617-2382
Ashley Tucker (Counselor).....	617-2362
Ryan Walz (Counselor).....	617-2463
Trisha Weber (Counselor).....	617-2432
Alena Edwards (Dean)	617-2415
Tres Heimann (Dean).....	617-2498
Phil Urbanski (Dean).....	617-2407
Norelly Aviña (Social Worker).....	617-2404
Deirdre Devlin (Social Worker).....	617-2477
Teri Finley (Social Worker)	617-2470
Bonnie Salvo (Social Worker)	617-2421
Kristi Stone (Social Worker).....	617-2428
Amy Burton (Psychologist)	617-2367
Samantha French (Psychologist).....	617-2346
Laura Gonzalez-Coloccia (Psychologist)	617-2346
Linda Johnson (Psychologist)	617-2495
Diaña Sanchez (Psychologist).....	617-4061

I. POLICIES REGARDING RIGHTS AND RESPONSIBILITIES

The District 205 Board of Education has established comprehensive policies regarding student rights, responsibilities, conduct and discipline. District 205 Board of Education “Policies Regarding Student Rights and Responsibilities, Conduct and Discipline” apply to all students at York High School. (Adopted: February 22, 2011.)

These policies of the Board of Education Elmhurst Community School District 205 supersede The Statement of Rights and Responsibilities and The Discipline Code of York Community High School.

At registration, every York student will receive a student planner containing relevant Board policies. The complete policy manual is available online at www.elmhurst205.org or contact the District office (The following policies are consistent with Board Policy 7:190).

STUDENT RIGHTS AND RESPONSIBILITIES

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. These rights include the right to voluntarily engage in individually initiated, non-disruptive prayer that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, is not sponsored, promoted, or endorsed in any manner by the school or any school employee. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate District policies or rules will be subject to disciplinary measures.

PATICIPATION IN SCHOOL RELATED ACTIVITIES

Participation in high school related activities and graduation must be earned through demonstration of appropriate student scholarship, behavior and citizenship. The Administration will determine the level of appropriate scholarship, behavior and citizenship required and establish guidelines for excluding students from activities and ceremonies. Procedures for proper notice to parents and students will be included in these guidelines. At the high school, participation in the graduation ceremony is voluntary; however, students must agree to terms and conditions developed by the administration if they elect to participate.

STUDENT CODE OF CONDUCT

While on school premises, riding in school buses or at school-sponsored activities, wherever located, students are expected and required to behave in an orderly and appropriate manner with due regard and respect for the rights of others, the rules and regulations of the District and the school attended, the directives of school personnel, and all existing laws. Students are subject to appropriate disciplinary measures for unlawful or improper conduct and upon demonstration of gross disobedience or misconduct, may be suspended an/or expelled from school in accordance with the provisions of The School Code, District rules and regulations and other applicable law.

Students are expected to meet the following basic responsibilities:

- Know and follow the rules and regulations established by the Board and enforced by school administrators, teachers or other designated agents;
- Respect the rights and individuality of other students;
- Be present and on time for the regular or assigned school program;
- Respect the reasonable exercise of authority by school administrators and teachers as they strive to maintain discipline in the schools and at school sponsored activities.

II. ACADEMIC INFORMATION

York Academic Integrity Code

Philosophy

The York Vision Statement communicates our intent that students and staff:

- Expect excellence of self and others;
- Value each individual within a community of learners;
- Contribute to the environment of caring, respect, trust, and safety; and
- Acquire intellectual passion.

As a school community, we commit to Academic Integrity. The transcript grades earned at York should be evidence of a student's mastery of curriculum. Academic Integrity reflects a respect for individual achievement that lies at the heart of academic culture (Northwestern University, Academic Integrity Guide). This includes taking ownership for one's work, properly crediting the ideas of others, producing original work on independent assessments and assignments, contributing appropriately in collaborative activities, and honoring the propriety of school exams and other academic work. Students and Staff recognize that cheating, plagiarism, fabrication, and theft of intellectual property violate the principles of Academic Integrity.

The York Academic Integrity Code communicates prohibited behaviors and associated penalties. Consequences for violating the York Academic Integrity Code are based on the supposition that a student's grade should be a reflection of what they know and can do rather than a response to negative behaviors. For this reason, there are both Academic and Behavioral consequences framing this policy.

Examples of violations of Academic Integrity may be but are not limited to:

- Copying answers or work from another student's test.
- Helping/Allowing another student copy your answers during a test.
- Sharing information with another student about the content of an upcoming test.
- Using information provided by another student about the content of an upcoming test.
- Turning in another person's assignment as your own.
- Stealing or replicating copies of tests or answer keys.
- Presenting materials from another source as your own ideas, thinking, or writing.
- Changing grades in a grade book or altering an electronic grading program.
- Using an electronic device to reproduce/transmit assessment information that could be used to cheat or gain unfair academic advantage.

Level One--Minor Infraction (cumulative across courses and grade levels) <ul style="list-style-type: none"> Assignments that fall under Academic Responsibility Grade <p>Academic Responsibility Grades will be recorded as no less than 5% and no more than 15% in all teacher gradebooks.</p>	
Academic consequences	Behavioral consequences
First Offense <ul style="list-style-type: none"> Student will be required to do the work under the direction of the teacher. Student will earn credit for the assignment. 	First Offense <ul style="list-style-type: none"> Teacher will email the dean. Teacher will notify the parent.
Second Offense and subsequent offences <ul style="list-style-type: none"> Student will be required to do the work under the direction of the teacher. If applicable, student will earn only half credit for the assignment. 	Second Offense and subsequent offences <ul style="list-style-type: none"> Teacher will email the dean. Teacher will notify the parent. Consequences may be issued at the Dean's discretion.
Level Two--Major Infraction (cumulative across courses and grade levels) <ul style="list-style-type: none"> Assessments that fall outside the Academic Responsibility Grade 	
Academic consequences	Behavioral consequences
First Offense <ul style="list-style-type: none"> The student will be required to complete the assignment (or an alternative assignment) under the supervision of a staff member (i.e. with the teacher, in Study Tables, or the Testing Center). After appropriately completing the assignment, the student will receive the grade they have earned. The student's Academic Responsibility grade may NOT exceed a 'C' for the semester. If the student fails to make-up the assignment within two weeks, the student will earn an F for the assignment. 	First Offense <ul style="list-style-type: none"> Teacher will email the Dean and Counselor and Department Chair. Teacher and Dean will contact parent. After investigating the matter, the Dean may apply any or all of the following consequences: <ul style="list-style-type: none"> Notify the Athletic and Activity Directors of the incident. Code of conduct will be applied. Assign the student to attend 3 Lunch Detentions. Loss of senior Off-Campus privileges for one quarter. Notify NHS sponsors and students may be ineligible for admittance or renewal. Additional consequences may be issued at the discretion of the Dean.

<p>Second Offense and subsequent offenses</p> <ul style="list-style-type: none"> • The student will be required to complete the assignment (or an alternative assignment) under the supervision of a staff member (i.e. with the teacher, in Study Tables, or the Testing Center). • After appropriately completing the assignment and successfully completing the York Academic Integrity Intervention*, the student will be issued the grade they have earned • The student's Academic Responsibility grade will be an 'F' for the semester. • If the student fails to make-up the assignment within two weeks, the student will earn an 'F' for the assignment. 	<p>Second Offense and subsequent offenses</p> <ul style="list-style-type: none"> • Teacher will notify the Dean, Parent, Counselor, and the Department Chair of the incident. • Dean will notify the Athletic and Activity Directors (if applicable) of the incident. Code of Conduct will be applied. • Student is required to attend a York Academic Integrity Intervention* with members of IAC in order to earn academic credit for the assignment. • Student is required to attend two After School Detentions. • Senior students will lose Off-Campus privileges. • Additional consequences may be issued at the discretion of the Dean.
<p>For serious or large scale incidents of academic dishonesty or cheating, including incidents that involve another disciplinary infraction, additional disciplinary consequences may be assigned in accordance with the student handbook.</p>	

*York Academic Integrity Intervention - This intervention will be developed and run by IAC and will reinforce the concepts explicitly taught to all York students about Cheating and Plagiarism. This will be an after school intervention (Friday afternoon). While each intervention program is tailored to the student's offense, all students will be required to complete a project demonstrating their reflection.

We give formatting and stylistic credit to Downers Grove North High School's Academic Integrity policy.

COURSE LOAD

Students must be enrolled in a minimum of five full credit academic classes, lunch and either Health, Physical Education or Drivers Education in addition to electives and/or study hall. All students must be enrolled for a full school day which consists of eight periods. An exception to this may be granted for seniors with off campus privileges and students in the Career Internship program. Lunch is required for all students with the exception of TDC students that go to a job or alternative educational setting. Work study students with more than six periods must be scheduled for lunch.

SCHEDULE CHANGES

Each year York High School creates a master schedule for the following school year that reflects students' course requests made during February registration. Faculty members are employed, textbooks are purchased and rooms are assigned on the basis of these requests. Thus, once a student enrolls in a course, he/she is expected to remain in the course. Careful consideration of course selection by the student, parent and counselor prior to registration is critical to this process.

ADDING A COURSE

Students may add courses prior to the beginning of a semester on a space available basis. Students may not add classes after the first week of the semester.

LEVEL CHANGES

Level changes can only be made before the school year has started or at the change in semesters. Before any level change is considered, students must demonstrate that they have made an effort to succeed in the class by completing all homework and seeking additional help from the teacher or resource area staff member. If all efforts to improve have failed and the student still wishes to change, he/she must do the following:

1. Obtain a Request for Level Change Form from the department chair.
2. Have the teacher, department chair, and parents complete the Request for Level Change Form.
3. Return the form to the counselor.

Students must remain in class for the remainder of the semester. In some cases, other changes in the student's schedule will have to be made to accommodate the level change. If classes are full, or other scheduled conflicts occur, a level change may not be possible.

DROPPING A COURSE

Students may withdraw from a course without penalty during the first six weeks of the semester. Students who drop a class after the first six weeks of the semester may receive a grade of WF and will have the failing grade included in their grade point average.

GRADING PERIODS AND ACADEMIC PROGRESS

The school year is comprised of two semester. Academic progress may be monitored by parents and students through PowerSchool at any point during the school year, with the exception of grade processing which occurs at the end of each semester grading period. Paper copies are sent two times a year to those who do not have email address. In addition, interim grades are issued at the midpoint of each semester. Students are encouraged to contact their teachers with questions about specific grades. Questions or concerns about a student's overall progress should be directed to the counselor.

SEMESTER EXAMS

All students will take final exams at the end of each semester during a special exam schedule. Students will not be allowed to take semester exams early. Students who cannot take an exam(s) during exam week will be given an incomplete until the exam is made up. If the student does not make up the exam within two weeks of the end of the semester, he/she will receive no credit for the semester exam and this will be reflected on his/her semester grade. If a student is scheduled to take more than two exams on a single day, he/she should contact their counselor to make alternate arrangements.

HONOR ROLL

York will publish an honor roll for each semester. The weighted semester GPA is used to determine the honor roll. A student is admitted to the Honor Roll with a GPA of 3.0 to 3.49 and to the High Honor Roll with a GPA of 3.5 or above.

PASS/FAIL OPTION

Required courses may not be taken for a Pass/Fail grade. Students may choose to take one elective course per semester on a Pass/Fail basis. This option is provided to encourage students to take a course for interest or need without the pressure of a letter grade. **The Pass/Fail Form must be completed with a parent's signature and returned to your counselor by the sixth week of the semester.** All course requirements remain the same and a student is graded throughout the course. However, only a Pass or Fail grade is recorded on the transcript with full credit given for courses successfully completed. Successfully completed Pass/Fail courses will not be averaged in a student's GPA. A failing grade in a Pass/Fail course will affect the GPA and class rank like a failure in any course. Once a student elects to take a course on Pass/Fail basis, the student must remain on Pass/Fail for the semester.

EARLY GRADUATION

Students must declare their intent to graduate early (at the end of their sixth or seventh semester) during the registration process the preceding spring. Students must complete the Form for Early Graduation, and must secure approval from their counselor and parents.

TRANSFER CREDIT

Students who transfer to York Community High School from other accredited high schools will be awarded credit for only recognized course in which the student received a passing grade.

CONTROVERSIAL TOPICS

Elmhurst District 205 provides parents/legal guardians of students an opportunity to grant or refuse permission for their student(s) to participate in a class activity when content is deemed controversial. This would include film and text with mature content. In such circumstances, the students would receive an alternative assignment. The parent/legal guardian should contact the school's principal/designee with concerns regarding controversial issues, material and curricula. For more information reference Board Policy (6:80).

YORK HIGH SCHOOL GRADUATION REQUIREMENTS

Requirements	Credits
English	8 credits
Mathematics	6 credits
Science	6 credits
Social Studies	6 credits
Fine Arts	1 credit
Practical Arts	1 credit
Consumer Education	1 credit
Health	1 credit
Physical Education/Driver	3.5 credits
	Total Required: 33.5
	Electives: 12.0
	Total: 45.5

(See Course Offering Guide for further details and descriptions of graduation requirements)

TESTING CALENDAR

Advanced Placement Exams

Advanced Placement (AP) Tests are given in May. Registration takes place in February. The tests are usually taken by sophomores, juniors and seniors. York High School offers a variety of AP courses in the following departments: Art, English, Math, Performing Arts, Science, Social Studies, and World Language.

Advanced Placement Test dates: May 1-12, 2017

Website: www.collegeboard.com/student/testing/ap/about.html

ACT Exam

The ACT is a multiple choice test that measures a student's ability to deal with basic information and reasoning in the areas of English usage, mathematics, reading, and science. ACT has a 30-minute writing portion as an optional component. Students are advised to check with their college(s) of choice as to whether the writing portion is required or strongly advised. York serves as an ACT testing site multiple times throughout the year.

Website: www.actstudent.org

ACT code for York High School:
141-805

ACT test center code: 174030

⁺ Test is administered at York High
School

ACT Test Date	Registration Deadline
September 9, 2017	August 4, 2017
October 28, 2017 ⁺	September 22, 2017
December 9, 2017 ⁺	November 3, 2017
February 10, 2018	January 12, 2018
April 14, 2018 ⁺	March 9, 2018
June 9, 2018	May 4, 2018

PSAT/NMSQT

The Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) is administered each year in October to interested sophomores and juniors. It is a multiple choice test of skills in reading, mathematics and writing. Juniors who score exceptionally well on the PSAT may qualify for recognition or scholarships from the National Merit Scholarship Corporation of the College Board.

PSAT/NMSQT test date: October 11, 2017

Website: <http://www.collegeboard.com/student/testing/psat/about.html>

SAT Exam

The SAT Reasoning Test is a three-hour, multiple choice test that measures verbal and mathematical abilities. It also includes a required writing portion. SAT Subject Tests are one hour tests, primarily multiple choice, in specific subject areas.

The SAT is not offered at York. Check the College Board website for list of test dates and locations.

SAT code for York High School: 141-805

Website: www.collegeboard.com

Website: www.collegeboard.com

SAT code for York High School:
141-805

SAT Test Date	Registration Deadline
October 7, 2017	September 8, 2017
November 4, 2017	October 5, 2017
December 2, 2017	November 2, 2017
March 10, 2018	February 9, 2018
May 5, 2018	April 6, 2018
June 2, 2018	May 3 rd , 2018

ILLINOIS STATE SEAL OF BILITERACY

The Illinois State Seal of Biliteracy is an award bestowed by the Illinois State Board of Education on high school graduates who have attained a high level of proficiency in listening, speaking, reading and writing in English and one or more other languages. ALL students are eligible to demonstrate proficiency in two or more languages through this program.

Process and Criteria for the Illinois State Seal of Biliteracy and Commendation

Students must:

1. Submit an application
2. Demonstrate proficiency at the Intermediate-High level in all four domains, in both languages (Intermediate-Low for the Commendation). Students may take a state-approved assessment, and in the case that a standardized assessment is not available for a particular language, students will be able to demonstrate proficiency through an alternative process. All assessment opportunities will be available through District 205.

For more information about the Illinois State Seal of Biliteracy, please visit the district website or contact Ariana Leonard, District ELL Coordinator or Connie Chester, District World Language Coordinator.

For additional information about academic policies and programs please refer to the York Course Offering book.

III. EXTRACURRICULAR INFORMATION

PHILOSOPHY STATEMENT

Extracurricular programs are an integral part of the educational experience and play an important role in the growth and development of young men and women. York High School offers a variety of extracurricular opportunities which enhance the social, emotional, physical, and intellectual experience of all students.

Extracurricular programs at York will:

- Expect excellence from students and staff.
- Instill self discipline, respect, responsibility, and a positive work ethic.
- Promote healthy living, good sportsmanship, teamwork, and leadership.
- Foster school spirit, parent and community involvement, and an appreciation of service to others.
- Develop, in IHSA extracurricular programs, the attitude and foundational skills necessary to be competitive at the lower levels and highly successful at the varsity level.

As a member of a York team or activity the student represents the school at competitions, in the classroom, and in the community. Students are expected to follow the policies set forth in the York Student handbook in order to participate in athletics or activities.

ATTENDANCE

Students must be in attendance for at least four periods of their scheduled day, excluding lunch, in order to be eligible to practice or compete on that day. If a student is known to be under the care of a physician for an injury or illness, he/she must have a written note of release from that medical professional to resume practice and competition.

ACADEMIC ELIGIBILITY

In order to be eligible for participation in an extracurricular activity, a high school student must have satisfied the Illinois High School Association's scholastic standing requirements (see section 3.020 of the IHSA Provisions) and must have passed five classes during the previous academic semester. Any student failing to meet the IHSA scholastic standing criteria during one semester may not participate in any competitive extracurricular activities for the following semester.

Students participating in extracurricular activities will have their eligibility requirements reviewed on a weekly basis. If the eligibility requirements are not met, the student will be suspended from competition for no less than one week. The York Administration reserves the right to determine a students' eligibility based on school guidelines that would be communicated prior to the beginning of the school year.

PHYSICAL EXAMINATION FOR ATHLETICS

Each student planning to take part in the interscholastic program is required to have a physical examination. Freshmen must have physical examinations prior to the start of school. These exams should be scheduled in the summer to avoid any problems at the beginning of a sport’s season. Physical exams are valid for 395 days only. No student will be allowed to practice or tryout without a physical examination form on file.

Student Athlete Concussions and Head Injuries

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

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District’s return-to-play and return-to-learn protocols.

TRANSPORTATION

Students are expected to travel to and from practices and competitions with the team in the common vehicle provided for transportation. In the event a student needs to leave a competition or practice with their parents, they must fill out a Travel Release Form which is to be signed by the coach and Athletic Director/Activities Director prior to the event.

USER’S FEES

Athletes and students that participate in a sport, club or activity in which the sponsor receives a stipend are expected to pay a user’s fee. The fees vary depending on the sport. Revenues from fees will be used for the necessary supplies, equipment, transportation and officials each sport/activity is dependent upon.

(Maximum \$450.00 per family *Does not include Lacrosse)

Boys’ Cross Country, Boys’ Track.....	\$125.00
Girls’ Cross Country, Girls’ Track, Tennis, Badminton, Swimming, Wrestling	
Water Polo, Cheerleading, Girls’ Soccer	\$150.00
Boys’ Soccer, Volleyball, Baseball, Softball, Football, Poms,	
Gymnastics, Bowling.....	\$175.00
Basketball, Golf	\$200.00
Activity Fee.....	\$20.00
Lacrosse.....	TBD

York Community High School Athletic and Activity Code of Conduct

Enforcement

The Code of Conduct applies to all competitive and performing school sponsored activities and is administered by the Administration. It applies to all school-sanctioned athletic teams and activities where students perform and represent the school in a public forum. Students are responsible for adhering to the Code throughout the calendar year when school is in session and when school is out of session during the summer and all holidays, both on and off campus. The Code takes effect the first day a student joins a competitive team or activity.

Procedures

Investigations of the Code may be initiated as a result of reports from:

- Law enforcement officials
- Credible testimony from a witness
- Credible evidence presented to the York Administration

Investigations are conducted by the Administration and generally include a review of evidence, student interviews, and student statements. In some instances, other administrators or deans may be involved in the investigation process.

Once the Administration has determined a violation has occurred, the parents of the student will be notified verbally or in writing within a reasonable amount of time.

Prohibited Conduct

A student may receive a consequence in athletics or activities for behavior that violates school policies, local, state or federal laws which includes:

Penalties

Consequences are assigned a point value according to severity of the offense. Points are cumulative throughout a student's high school career.

- Distribution or dealing illegal drugs (8 pts)
- Driving under the influence of alcohol or a controlled substance (8 pts.)
- Hosting a party where alcohol or controlled substances are present (8 pts.)
- Possession or use of drugs or alcohol (6 pts.)
- Being present in any situation where alcohol or controlled substances are available to minors (5 pts.)
- Hazing (3-8 pts.)
- Deceptive practices or refusal to cooperate during a school investigation (3-6 pts.)
- Possession or use of tobacco products (3 pts.)
- Gross disobedience, misconduct, or fighting (3-6 pts.)
- Cheating or plagiarism (1-4 pts.)
- Any additional behavior, including suspensions from school, that could be considered conduct unbecoming an athlete or activity member (1-4 pts.)

Further clarification of the above-mentioned offenses can be found in the York Student Handbook and

Consequences

(1-7 Points) Suspension up to 20% of the competition or performance dates. The student will retain the right to practice at their coach/club sponsor discretion.

(8-11 Points) Suspension up to one full season of competition/performance dates. The student will retain the right to practice at their coach/club sponsor discretion.

(12-15 Points) Suspension up to one full calendar year of competitions or performances from date of the infraction.

(16+ Points) Probable termination of all extracurricular opportunities for remainder of high school career. A student's suspension will be assessed based on the number of competitions or performances in a season.

Students who violate the Code and avoid any further infractions for one calendar year from the time of the first infraction may have their point total reduced in half. This practice would only be allowed once during student's tenure in extra-curricular activities. All requests for a reduction must be made, in writing, to the appropriate administrator.

In unusual situations involving egregious or serious criminal conduct, the Administration will have the authority to impose more serious consequences beyond those established in the Code of Conduct including immediate and permanent loss of athletic or activity participation.

A student may not attempt to join a sport or activity in which they have not previously participated in the previous school year to avoid an athletic or activity consequence.

Self-Reporting Provision

Students who present themselves to a member of the Administrative Team, head coach or activity sponsor as having a substance abuse problem will retain full practice and playing privileges as long as the following conditions are met:

- The admission of the said abuse is initiated by the student and is not made in an attempt to escape disciplinary action.
- The student receives counseling at an approved treatment center within two weeks of admission.

This provision is written with the express intent to encourage students to seek treatment for a substance abuse problem.

Appeal Process

Upon written request of the student or parent, any suspension by the Administrative Team shall be reviewed by the Code of Conduct Committee. This request must be communicated to the Athletic Director or Assistant Principal for Finance and Activities within 48 hours (not including weekends) of receiving the initial consequence. All suspensions will be upheld until the Committee can be convened.

and a hearing can be scheduled. The Athletic Director or Assistant Principal for Finance and Activities will provide the Committee with the necessary facts of the case and a hearing will be scheduled.

The Committee is composed of a school administrator not involved in the investigation, two coaches and two teachers, appointed by the Principal prior to the start of the sports season. If any member of the panel is a coach or club sponsor of the student making the appeal, that panel member shall be excused from the appeal. The panel must have a quorum in order to hear an appeal. The Panel shall make one of three recommendations to the Principal: to uphold, overturn, or modify the original consequence. The Principal will make a final decision.

The sports and activities that are regulated by the Athletic and Activity Code of Conduct have a competition or a performance component including, but not limited to:

Boys' Sports

Baseball
Basketball
Cross Country
Football
Golf
Gymnastics
Lacrosse
Soccer
Swimming
Tennis
Track
Volleyball
Water Polo
Wrestling

Girls' Sports

Badminton
Basketball
Bowling
Cheerleading
Cross Country
Golf
Gymnastics
Lacrosse
Poms
Soccer
Softball
Swimming
Tennis
Track
Volleyball
Water Polo

Competitive/Performance
Clubs and Activities

Bass Fishing
Chess Team
DECA
Drama
Economics Club
FCCLA
Fine Arts Week
Law Team
Math Team
Model U.N.
Scholastics Bowl
Science Olympiad
Sketch Comedy Club
Skills U.S.A./V.I.C.A.
Speech Team
Student Council
York Dance Company
Young Politicians



Illinois High School Association

(For 2017-18 School Term)

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

Key Provisions Regarding IHSA Rules

Eligibility Rules

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

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

Information contained here highlights some of the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law

provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at www.ihsa.org.

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

1. Attendance

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

2. Scholastic Standing

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

3. Residence

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

Athletic Eligibility Rules—Page 2

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

- A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian; or
- B. In the case of a multiple school district, you attend the public high school in the attendance area where you live full time with your parents, custodial parent or court appointed guardian; or
- C. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or
- D. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or
- E. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
- F. You attend the private/parochial high school which one or both of your parents attended; or
- G. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

4. Transfer

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

- B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after **the IHSA sport season has begun**, you will be ineligible for cross country that entire school term at the new school.
- C. If you transfer attendance from one high school to another high school, you will be ineligible unless:
 - 1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
 - 2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
 - 3. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;
- D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.
- E. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be

Athletic Eligibility Rules—Page 3

enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.

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

5. Age

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

6. Physical Examination

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

7. Amateur Status

- A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes.
- B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$75 fair market value. There is no limitation on the value of your school letter.

- C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest.
- D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

8. Recruiting of Athletes

- A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
- B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.
- C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.
- D. You may not receive an "athletic scholarship" or any other special benefit from your school because you participate in athletics.
- E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.
- F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school.
Note: If you are interested in finding out more information about a school, contact the principal/official

Athletic Eligibility Rules—Page 4

representative or an administrator at the school, not a member of the coaching staff.

9. School Team Sports Seasons

- A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:
 - 1. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws.
 - 2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.
- B. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

10. Playing in Non-School Competition

- A. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.
- B. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
- C. If you wish to participate in a competition sanctioned by the National Governing Body, or its official Illinois affiliate for the sport, your principal/official representative must request approval in writing from the IHSA Office prior to any such participation.

- D. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.
- E. You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.

11. All-Star Participation

- A. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided the high school season in that sport has been completed.
You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.
- B. You are not restricted from participating in all-star competition in sports other than football, basketball soccer or volleyball, except that you may not do so during the school season for the sport.

12. Misbehavior During Contests

- A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
- B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.

IHSA Performance Enhancing Drug Testing

State law requires the Illinois High School Association (IHSA) to prohibit a student from participating in an athletic competition sponsored or sanctioned by IHSA unless the student has agreed, (a) not to use any performance-enhancing substance on IHSA's current banned drug list, and (b) to submit to random testing for these substances in the student's body if the student is in high school. In addition, the student's parent/guardian must sign a statement for IHSA containing specific acknowledgments including that the student, if in high school, may be subject to random performance-enhancing substance testing and that violating the laws regulating the use of performance-enhancing substances is a crime.

IHSA, with oversight from the Illinois Department of Public Health, administers a performance-enhancing substance testing program under which high school participants in athletic competition sponsored or sanctioned by IHSA are tested at multiple times throughout the athletic season for the presence in their bodies of performance-enhancing substances on the IHSA's banned drug list.

NCAA COLLEGE ACADEMIC ELIGIBILITY

Students who want to practice and play as a freshman at an NCAA Division I or Division II College must satisfy the requirements of NCAA Bylaw 14.3, commonly known as Proposition 48. The NCAA Clearinghouse forms are available in the Registrar's Office and must be completed before the end of the student's seventh semester of high school.

REFER TO: www.NAAClearinghouse.net (Prospective Student Athlete)

ACTIVITIES AND CLUBS

Ambassadors	Hispanos Unidos	Skills, USA/V.I.C.A.
Amateur Musicians Club	Interact Club	Spanish Club
Amnesty International	International Club	Speech Team
As Is	Intramurals	STEM Club
Autism Club	Italian Club	Student Advisory Council
Auto Club	Japanese Culture & Animation	Student Council
Bass Fishing	Key Club	Vintage Club
Best Buddies	Latina Dreamers	Y's Tales (Yearbook)
Bible Study	Law Club	Yoga Club
Book Club	Marching Band	York Advisory Team
British Culture Club	Math Team	York Dance Company
Challenge Day	Military History Club	York-Hi Newspaper
Chess Club	Mirrors	Young Politicians
Chinese Club	Model U.N.	YSET (York Student Enrichment Team)
DECCA	Mural Club	
Drama Club	Music Outreach Club	
Ecology	National Honor Society	
Economics Club	Pep Band	
Empower	Power Club	
FCCLA	P.R.I.D.E	
Fine Arts Week Committee	Psychology Club	
Flags	R.A.Y.S.	
French Club	Record Club	
Future Diplomats of America	Scholastic Bowl	
Gamers Guild	Science Olympiad	
Garden Club	Sketch Comedy	

For more information regarding activities and clubs please go to:
<http://york.elmhurst205.org/clubs>

STUDENT FUNDRAISING ACTIVITIES

Only the above organizations may solicit students on school grounds during school hours or during any school activity to engage in fundraising activities:

1. School-sponsored student organizations;
2. Parent organizations and booster clubs that are recognized pursuant to policy 8:90, Parent Organizations and Booster Clubs; and
3. Building initiatives approved by the Superintendent.

District 205 fundraising requirements:

1. Fundraising efforts shall not conflict with instructional activities or programs.
2. Fundraising efforts must be voluntary.
3. Student safety is paramount and door-to-door solicitations are prohibited.
4. For school-sponsored student organizations, a school staff member must supervise the fundraising activities and the finance secretary must safeguard the financial accounts.
5. Fundraising must support the organization's purposes and/or activities, the general welfare, a charitable cause, or the educational experiences of students generally.

NATIONAL HONOR SOCIETY

ELIGIBILITY

Membership in the York Chapter of the National Honor Society is governed by the terms and conditions of the national constitution and by-laws of the Society. The criteria for membership in the York Chapter of the National Honor Society will be SCHOLARSHIP, LEADERSHIP, SERVICE, and CHARACTER. In order to be accepted into National Honor Society, a student must demonstrate evidence of good character by adhering to school rules and following the York Code of Conduct. Violations of criminal law, York school rules and York Code of Conduct can result in dismissal or non-acceptance of the National Honor Society applicant. These violations include, but are not limited to: theft, destruction of property, cheating on school work, plagiarism, truancy, DUI, or possession, selling, or being under the influence of drugs or alcohol.

SCHOLARSHIP

Any junior, after completing five semesters, who possesses a cumulative grade point average of 3.50 or greater, will be eligible to petition for membership. Those seniors who were admitted as juniors must maintain their a GPA of 3.50 or greater to be reaffirmed during their senior year. Cumulative grade point averages will be based upon those official records that are maintained by the York High School Registrar.

LEADERSHIP AND SERVICE

Evidence of leadership and service will be provided by the petitioning student and will be screened by the Faculty Committee of the National Honor Society. Those students who do not provide satisfactory evidence of leadership and service will not be eligible for membership in the York Chapter of the National Honor Society.

CHARACTER

Evidence of good character will be determined by a process which includes a response from a faculty ballot, a review of the applicants discipline and code of conduct record and any information shared by the York Police Liason. The Faculty Committee will determine if the evidence of poor character that is submitted is sufficient to deny a student membership in the National Honor Society. Only the Faculty Committee of the National Honor Society will have access to the negative ballots submitted by the faculty.

ADMISSION

Eligible juniors must petition for admission to membership in the National Honor Society. Membership is not automatic. A letter of invitation to include the appropriate petition for membership will be mailed to those juniors who meet the initial scholarship requirement in September of junior year. The Faculty Committee of the York Chapter of the National Honor Society will review the student's petitions for membership. The deadline for submission of petitions by candidates for membership will be during quarter 1 junior year. Candidates will be notified by mail if they are admitted to NHS. A junior who is denied membership but maintains a 3.5 GPA will be re-invited to petition for fall induction his/her senior year.

IV. ATTENDANCE

PROCEDURES FOR STUDENT ENTRANCE

Students will use Door #1 in the Academic Building to enter and exit school each day.

At the beginning of the school day, students will use the Student Entrance (Door #1) as well as the North Side (Door #33) to enter the building.

After the school day begins, students will enter through Door #1 only. Those arriving late will sign in at that door. Students who are leaving early will sign out at Door #1 also. Any items that were dropped off, can be picked up at the Student Entrance (Door #1).

VISITOR ENTRANCE

Door #3, the Attendance Entrance, will be used for Visitors Only.

Parents dropping off items for students, will drop off items at Door #3 (Visitor's Entrance), and the items will sent to the Student Entrance.

SCHOOL DAY

The regular school day consists of eight periods.

ATTENDANCE POLICY

The District's educational program is built on the premise that regular attendance is vital to a student's success in school. The District expects parents or guardians to make every effort to ensure regular attendance for their children consistent with Board Policy 7.70 and Section 26.1 and 26.2 of the Illinois School Code and to inform the school of any absence and its cause. Excessive absenteeism includes excessive tardiness. Parents are urged to call the York Attendance Office with questions pertaining to general attendance procedures. Questions concerning a student's specific attendance should be directed to the student's dean.

VALID REASONS FOR ABSENCE

Elmhurst School District 205, in keeping with section 26.2a of the Illinois School Code, considers the following circumstances to be valid causes for a student's absence:

- Illness
- Death in the immediate family
- Family emergency
- Observance of a religious holiday
- Circumstances which cause reasonable concern to the parent or guardian for the safety or health of student
- Other situations beyond the control of the student as approved by the Superintendent or Principal

INVALID REASONS FOR ABSENCE

- Oversleeping
- Missing the bus
- Car problems
- Work
- Babysitting
- Completing work for a class
- Senior Ditch Day (pg. 28)

A phone call from a parent or guardian will not excuse a student in these circumstances.

PROCEDURES FOR REPORTING AN ABSENCE

When a student is absent, it is necessary for the parent or guardian to call the York Attendance Office at 617-2444 between 7:00 am - 9:00 am on the day of the absence. Only a parent or legal guardian can excuse a student from school. A phone call must be made to the Attendance Office each day that the student is absent from school. Parents are given 48 hours to correct their student's full day absence. Failure to excuse a student's absence within 48 hours will result in the absence remaining unexcused. Parents requesting an absence excused beyond the 48 hour period must contact the Dean of Students.

When calling in an absence, please be prepared to give the following information.

- Phone number at which you (parent/guardian) can be reached after 9:00 AM
- Student's ID number
- Student's full name
- Student's year in school
- Date of absence (month/date)
- Reason for absence
- Period(s) student will miss (full day, periods 1-3, etc.)
- Your relationship to the student (mother/father)

After five days or more of illness, a doctor's report may be required indicating freedom from communicable disease and fitness to participate in school activities. In appropriate circumstances a doctor's report may be required for five or fewer days of absence due to illness or injury. When an absence has involved a hospital confinement or a communicable disease, the student must first report to the nurse with a doctor's note or a parent's note before returning to class. Students who have been absent from classes should make up all work missed.

EXCUSED ABSENCES

In cases of excused absence, students are allowed at least one school day for each day absent to make-up class assignments. The day the student returns should not be counted and should be considered a day of grace. When a student receives an excused or prearranged absence, students (or parents/guardians) have the responsibility for requesting class assignments. These assignments may be completed in advance and/or after the return from the absence as agreed to by the teacher.

FIELD TRIPS

Students who attend a field trip are expected to notify their teachers in advance that they will be missing class. All work that is due the day of the field trip must be handed in that day. Students should be prepared to complete any tests or quizzes that they miss the day following the field trip.

RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE

A student shall be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the Building Principal at least five calendar days before the student's anticipated absence(s). This notice shall satisfy the District's requirement for a written excuse when the student returns to school. The Superintendent shall develop and distribute to teachers appropriate procedures regarding student absences for religious reasons and include a list of religious holidays on which a student shall be excused from school attendance, how teachers are notified of a student's impending absence, and the State law requirement that teachers provide the student with an equivalent opportunity to make up any examination, study, or work requirement.

PRE-ARRANGED ABSENCES—MEDICAL, COURT, COLLEGE VISITS, ETC.

Requests for prearranged absences will be considered individually. Requests for pre-arranged absences will be considered individually and approved by the student's dean. Students who expect to be absent are to bring a note 48 hours prior to the absence from their parent or guardian. The written request for a prearranged absence should include: student's name, ID number, year in school, date(s) of absence, time leaving, time returning to school, reason for absence, and signature of parent/guardian. A maximum of two college visits each year will be excused for juniors and seniors. Students who have a pre-arranged absence are expected to notify their teachers in advance that they will be missing class. All work that is due the day of the absence must be turned in upon their return to school. Students should be prepared to complete any tests or quizzes that they miss the day following the absence.

STUDENTS ENTERING LATE IN THE DAY

Students who are unable to attend classes because of illness are encouraged to return to school as soon as they are physically able. If a student recovers sufficiently during the day of absence, he/she must first check in at the student entrance by Door #1. Parents should not send a student who is ill to school because a test is being administered. Tests and assignments are to be made up when the student is well and able to return to school.

STUDENT ILLNESS DURING SCHOOL DAY

All students who become ill while in school must see the nurse before leaving school. STUDENTS WHO DO NOT CHECK OUT WITH THE NURSE WILL BE CONSIDERED TRUANT AND THE ABSENCE IS UNEXCUSED. A phone call from the parent will not excuse the absence of the student who has not first checked out with the nurse. If a student leaves the campus with a valid off-campus pass to go home for lunch and becomes ill, the Attendance Office will require a call from the parents stating the student became ill after leaving school. To be eligible to participate in a school sponsored activity or contest on the day of an excused illness, student must be in attendance for at least 4 periods of their schedule, excluding lunch. Students in Med Careers and Invite To Teach who are absent from school, may not go to the program site.

EXCUSED ABSENCE LIMITATION

York High School limits the number of excused absences to eight (8) days each semester. Any student receiving five excused absences in a semester will be notified in an e-mail or letter sent to the parents or guardian. Subsequently, if the student reaches eight absences in a semester, he or she will be required to attend a meeting with his or her parents/guardian and the Assistant Principal for Student Services or her designee. The purpose of the meeting will be to discuss the reasons for the absences and discuss further consequences. The school waives this requirement for any student with a documented absence, such as hospitalization or serious illness.

VACATIONS

Parents or guardians are expected to schedule vacations during the summer or on school holidays. In instances where absences are requested for vacation, parents and guardians must submit a written request to the student's dean two weeks in advance. The absence will be considered unexcused if no prior notification occurs or if the vacation extends the student's total beyond the eight day limitation explained in the previous section. Students approved for a vacation may be given the opportunity to complete their work before leaving and/or after returning. Students will be given one day for each day missed to make up work. The school will not be required to provide class work or assignments in advance.

TRUANCY

Unexcused Absence

An unexcused absence is one for which there has not been prior approval or which is not considered valid. An unexcused absence is an absence without permission from any scheduled class or activity for any length of time. A student's absence is considered unexcused if he/she arrives with less than 15 minutes left in the period.

Truant

A student who is subject to compulsory school attendance and who is absent without valid cause from attendance for a school day or portion of a school day is considered truant.

Chronic or Habitual Truant

A student who is subject to compulsory school attendance and who is absent without valid cause from such attendance for five percent or more of the previous 180 regular attendance days without valid cause will be considered chronic or habitual truant. No punitive action will be taken against a chronic truant for truancy unless available supportive services and other school resources have been provided to the student. The following resources and supportive services are available as appropriate to students with chronic or habitual attendance problems and their parents or guardians (as indicated in 26.13 of the School Code):

- Conferences with school personnel
- Counseling/testing services of school counselors, social workers, and psychologists
- Schedule or program changes, including placement in alternative educational programs
- Special education assessment and placement
- Referral to community agencies for appropriate services

Tuant Minor

A student is considered a truant minor to whom supportive services, including prevention, diagnostic, interventional and remedial services, alternative programs, and other school and community resources have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused.

Class Truancy Procedures

A student who is determined to be truant from a class (absent without valid cause) will be subject to the disciplinary consequences described below. Unexcused absences are cumulative across a student's schedule.

UNEXCUSED ABSENCE CONSEQUENCES (PER SEMESTER)

Unexcused Absence Total	Consequences
1-2	Warning
3-4	Lunch Detention(s) per absence Seniors: Off- Campus Privilege Removed and put on Attendance Contract
5-8	After School Detention(s) per absences Attendance Meeting with parent/guardian Attendance Contract Seniors: Off- Campus Privilege Removed
9-12	Consequences per Attendance Contract Referral to School Resource Officer Seniors: Off- Campus Privilege Removed
13+	ROE Referral Attendance Meeting with YSS team, parents and administration Seniors: Off- Campus Privilege Removed

Remember: Unexcused absences are cumulative and count towards your unexcused absence total.

‘DITCH’ DAYS

Ditch days are not sanctioned at York Community High School. A student who participates in this type of activity may jeopardize his/her participation in end of the year activities and will receive an unexcused absence for that day.

WITHDRAWAL FROM SCHOOL

All students must carry a minimum of five academic classes at all times during the school year. Lunch, study hall, and resource or service offerings are not included. Students over the age of 17 who fall below the five class minimum may be withdrawn from school for the remainder of the semester. A student not in attendance for ten consecutive school days without parent contact will be assumed to have withdrawn and may be dropped from attendance at York.

SUSPENSION

Students on suspension will be allowed to make up all work (including tests) for full credit. The loss of instructional time may impact a student's grade; but in no case will grades earned by the student be reduced because of the suspension.

LEARNING ADJUSTMENT CENTER

Students assigned to the Learning Adjustment Center are expected to study or complete assignments assigned by their teachers.

YORK TARDY POLICY

In order to protect instructional time, it is important that all students be on time to class. If a student is not in the classroom when the bell rings, the student will be considered tardy. Students who are late will not be admitted into class without a pass. Students must obtain a pass at the nearest PLASCO Scanner Location. Students need to proceed directly to class after a pass has been issued. In certain situations, a student may have an approved reason to be late. In this case, a student must have a pass from the previous teacher or office. A student's absence is considered unexcused if he/she arrives with less than 15 minutes left in the period. Below is a progression of consequences that will be imposed for accumulated tardies. Tardies are cumulative across a student's schedule.

As an example, if a student was late to 1st period for three days in a row the student would have accumulated three tardies. Likewise, if a student was late to periods 1, 2, 3 on the same day the student would also accumulate three tardies.

TARDY CONSEQUENCES:

Tardy Total	Consequence
1-5	Warning
6-10	One Lunch Detention Per Tardy
11-15	One After School Detention Per Tardy. Seniors: Loss of Off-Campus Privilege on the 11th Tardy
15+	One In-School Suspension Per Tardy / Parent meeting may be requested with the Dean

V. STUDENT BEHAVIOR POLICIES

CONTROL OF PUPILS OUTSIDE SCHOOL HOURS AND OFF SCHOOL GROUNDS

School authorities not only take an interest in what pupils do off school premises, they also are required by law to do what they can to prevent unproductive behavior by students on or off school premises. Both state and federal court cases have defined unproductive behavior at various times as fighting, using profane language, vandalizing, being disrespectful to school authorities, and abusing younger children. The courts have made clear that anything which affects the good order and welfare of the school can be construed as a responsibility of school authorities. Under the jurisdiction of school authorities, the test of what constitutes pupil behavior is not when or where an offense occurred, but whether the behavior will affect the good order and welfare of the schools. The school has the authority to deal with student misbehavior from the time they leave their homes for school in the mornings until they arrive at their destination after school.

MAINTENANCE OF DISCIPLINE AT EXTRACURRICULAR EVENTS

Misconduct such as being under the influence of alcohol, using a controlled substance, fighting, using profanity, displaying unsportsmanlike conduct, etc., is prohibited at school sponsored events. The Superintendent or designee may establish and enforce this rule as well as others which may be determined to maintain order at District sponsored events such as athletic contests, concerts, performances, etc. In accordance with the School Code 122-24-24, any person who violates such rules may be denied admission to school events for not more than one year. Appropriate notice and hearing opportunities will be provided. In the event immediate action is needed, law enforcement may be called. The Administrator may sign complaints against persons committing offenses at school events.

STUDENT CONDUCT

While on District 205 property, riding in school buses or at school-sponsored activities, wherever located, students are expected and required to behave in an orderly and appropriate manner with due regard and respect for the rights of others, the rules and regulations of the School District and the school attended, and the directives of school personnel and all existing laws. Students are subject to appropriate disciplinary measures for unlawful or improper conduct and, upon demonstration of gross disobedience or misconduct, may be suspended and/or expelled from school in accordance with the provisions of the School Code, school district rules and regulations and other applicable law. Incidents involving battery, firearms and drugs will be reported to the State of Illinois' Student Incident Reporting System (SIRS). Students are obligated to report dangerous situations to school personnel.

SEARCH AND SEIZURE

In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

SCHOOL PROPERTY AND EQUIPMENT AND PERSONAL EFFECTS LEFT BY STUDENTS

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. This paragraph applies to student vehicles parked on school property. In addition, the Building Principal shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing. The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

STUDENTS

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, Chromebook, book bags, lunch boxes, etc.) when there is reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objective and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. When feasible, the search should be conducted as follows:

1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certificated employee or liaison police officer of the same sex as the student. (The search of a student)

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

SEIZURE OF PROPERTY

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

NOTIFICATION REGARDING STUDENT ACCOUNTS OR PROFILES ON SOCIAL NETWORKING WEBSITES

State law requires the District to notify students and their parents/guardians that school officials may request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy.

LAW VIOLATION

The commission of acts punishable by any national, state or local law or regulation is prohibited.

POLICE AND AGENCY INTERVIEWS

The Superintendent or designee shall manage requests by agency officials or police officers to interview students at school through procedures that: (1) recognize individual student rights and privacy, (2) minimize potential disruption, (3) foster a cooperative relationship with public agencies and law enforcement, and (4) comply with State law. The Superintendent or designee shall be present each time an agency official or police officer interviews a student at school.

The Superintendent or designee shall generally not allow agency officials or police officers to interview students at school without first notifying the student's parent/guardian and allowing the parent/guardian a reasonable opportunity to be present for the meeting. No such prior notice or opportunity to be present will be provided, however, where: (1) the agency official or police officer presents legal process to the Superintendent or designee; or (2) there is an emergency situation that warrants not providing such notification and opportunity, as determined at the discretion of the Superintendent or designee. No minor student shall be removed from school by an agency official or police officer unless the Superintendent or designee obtains verification of the official or officer's identification, and the consent of the student's parent/guardian, except that no consent is required where the official or officer either serves a valid warrant of arrest to the Superintendent or designee or provides evidence that is sufficient, at the discretion of the Superintendent or designee, to support taking or retaining temporary protective custody over the child for purposes of protecting the child's welfare. If a student is removed from school by an agency official or police officer, the Superintendent or designee shall document the circumstances surrounding that removal, including verification of identification and parental consent (or, if relevant, what evidence was provided to support removal without parental consent).

MISCONDUCT POLICIES

CAFETERIA CONDUCT

Students should enjoy the cafeteria facilities and be responsible for cleaning up after themselves. Students are expected to pick up trays and deposit debris in containers after eating. No food is allowed in lockers, halls, Commons or classrooms, except as approved by teachers. School ID must be presented daily for admittance to the cafeteria. Students will be allowed six minutes plus a four minute grace period to get to the cafeteria, with five minutes allowed in the middle-of-lunch passing period. Repeated tardiness to lunch may result in disciplinary consequences. Misconduct in the cafeteria will result in cafeteria privileges being revoked.

CLASS BEHAVIOR

Student behavior in the classroom should reflect an interest in learning and a concern for others. Students that engage in behaviors which have the effect of disrupting the learning environment are subject to disciplinary action.

DRESS

York staff and students strive to create a community which does not judge people based on their dress or fashion, but which values individuality. At the same time, clothing may interfere with the educational environment and therefore should not be offensive, provocative, or disruptive to instruction. Students are encouraged to dress in a manner which reflects their individuality and self-expression, but which is also appropriate in an educational setting. Please note the following rules and guidelines when selecting clothing for school.

1. Clothing which depicts, promotes or refers to any illegal substance including but not limited to, alcohol, tobacco, gang or obscenities is not allowed in school or at related school activities. Clothing may not advocate or promote acts of violence, self-destruction, sexual behavior.
2. Clothing which contributes to the creation of a hostile, offensive, or intimidating environment based on race, color, religion, national origin, age, disability, gender, or sexual orientation is prohibited and students wearing such clothing will be subject to disciplinary action.
3. Clothing which does not adequately cover the front, back, sides, shoulders, legs or midriff is prohibited. Only outer clothing may be visible, with no underwear showing. Students dressed inappropriately will be provided with a PE uniform from the dean's office. Students will not be provided the option to leave school to change or call home for a change of clothes.
4. The following clothing items are prohibited or regulated in school:
 - A. Hats and hoods are not allowed to be worn in the school building.
 - B. Coats or jackets may not be worn during school hours, other than when entering or exiting the building.
 - C. Sunglasses are prohibited in the building.
 - D. Clothing or jewelry with spikes or other metal accessories which may damage property or harm people is prohibited.
 - E. The dress code at dances and extra-curricular activities is at the discretion of the Administration.

EATING

Food and drinks are to be consumed in the cafeteria. Students are allowed to have covered drinks in the halls prior to the start of first period and are responsible for proper disposal of these items. Students will be allowed to have bottled water throughout the day. Teachers will have the discretion to prohibit drinks in their classroom.

ELECTRONIC COMMUNICATION DEVICES

The term electronic communication device refers to cell phones, computers or any other device that allows electronic communication or social networking. Although these devices may be incorporated into the learning process by teachers, there are prohibited uses of these devices. Examples of misuse include anything that causes a school disruption, refusal to turn off device when instructed, usage of device for cheating, bullying, harassment, hoaxes, misinterpretation of information, or sexting. Each

violation of misuse will be handled according to the appropriate misconduct policy. Depending on the violation, the following are possible consequences for misuse: device search, confiscation, notice to parents and/or law-enforcement authorities, detention, suspension and expulsion.

Using a cellular telephone, video recording device, or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, or receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.

Students may not be in possession of electronic communication devices/cell phones while taking a standardized test. Use during after school extra-curricular activities may be prohibited or restricted by the activity supervisor. Students are personally responsible for the security of their electronic communication devices. The District assumes no responsibility for theft, loss, or damage of such devices. Violation of this policy will subject the student to disciplinary consequences.

CELL PHONE POLICY

Students are afforded the opportunity to possess and utilize a cell phone on school grounds. However, these devices must be powered off and may not be visible in any class, Athletic/P.E. locker room, restrooms, LAC, Computer Lab, etc. Below is a progression of consequences for a student who does not follow the outlined cell phone policy.

CELL PHONE VIOLATION CONSEQUENCES	
1 st Offense	Teacher/Staff Member gives the student a warning to put the phone away
2 nd Offense	Dean is notified (Cell Phone Probation)
3 rd Offense	Dean is notified (3 Lunch Detentions) Loss of off - campus privilege if a senior
4 th Offense	Dean is notified (2 After School Detentions)
5 th Offense and All Future Violations	Dean is notified – In-School Suspension

IDENTIFICATION

A student must identify himself/herself upon request and provide a current student ID. Students are required to wear their school IDs at all times in school and at school sponsored functions. An ID is needed to enter the cafeteria for lunch, to enter the Learning Commons and resource areas, to check out library materials, to be admitted to athletic events and to ride the school bus. Students without a current ID may be subject to disciplinary consequences.

LOITERING

Loitering in the building or on school grounds is prohibited. Students are not to loiter on city or private property in the areas bordering the school. Students who persist in loitering in the building or the surrounding area will be referred to the Deans and may be subject to disciplinary action.

MUSIC DEVICES

Students are not to wear headphones in class. Use of headphones is permitted only in the cafeteria, study halls and hallways and must be removed on the request of any staff member. Only small devices which are audible through attached headphones and intended for individual use may be used. The volume should be inaudible to others in the immediate vicinity. Headphones should be kept in a safe place during classroom hours to avoid theft or damage. Students will take responsibility for their own property on school grounds.

PROFANITY/OBSCENE LANGUAGE

Obscene, profane, or vulgar language or images that are written, spoken or displayed or expressed by symbols will not be tolerated. Students who use obscene, profane or vulgar language are subject to disciplinary action.

SKATEBOARDS/ROLLER BLADES

Skateboards and roller blades are not to be used in the building or on school grounds and must be stored in hall lockers.

VIDEO SURVEILLANCE

Video cameras will be used in common areas of the school for the primary purpose of reducing disciplinary problems, vandalism, and to provide a safe environment for students and staff. Disciplinary action may be taken with students based on video documentation.

WRITTEN MATERIALS PETITIONS / SURVEYS / POSTERS

Failure to comply with Board of Education Policy regulating the distribution of written materials and petitions is prohibited. All buildings and grounds in this District shall be considered non-public forums and preserved for the use of educating students in the District. All fliers and posters must be approved by the Assistant Principal for Finance and Student Activities prior to publication or distribution. All surveys and petitions must be approved by the Principal or her designee.

GROSS MISCONDUCT AND DISOBEDIENCE POLICIES

Gross misconduct and disobedience are subject to disciplinary action. Consequences may include any or all of the following: in school suspension, out of school suspension, arrest and expulsion from school.

ACADEMIC DISHONESTY

Engaging in academic dishonesty is strictly prohibited. Incidents including cheating, plagiarizing, and obtaining or sharing test copies or answers may constitute gross disobedience.

BURGLARY

The crime of breaking into and entering the building or District 205 property with the intention of stealing is strictly forbidden.

DANGEROUS BEHAVIOR

Dangerous behavior, i.e., mock fighting, wrestling, attempting to trip another individual, pushing-shoving, kicking etc., is not tolerated and will result in disciplinary consequences.

EXTORTION

Students caught extorting money or possessions from other students will be subject to disciplinary consequences.

FALSE FIRE ALARM

Dialing 911 without the presence of an emergency or making a false fire alarm will result in disciplinary consequences and referral to the police.

FIGHTING, ASSAULT, BATTERY

Fighting, assault, battery (including touching in any provoking manner, biting, choking, spitting, etc.) or any other conduct which a student may reasonably be expected to know may endanger the health and safety of students, school personnel or other persons or interfere with the educational process is prohibited. A student engaged in physical violence whether initiated by him/her or by someone else, is subject to disciplinary action.

FIREARMS / WEAPONS

A student who is using, possessing, controlling, or transferring one of the following objects to school, any school sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but no more than 2 calendar years:

1. A firearm , meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. 921). Firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).

2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including a “look alike” of any firearm as defined above.

The expulsion requirement under either paragraph 1 or 2 above may be modified by the Superintendent, and the Superintendent’s determination maybe modified by the Board on a case-by-case basis. The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

FIREWORKS / AMMUNITION / EXPLOSIVE

Possession, transfer, sale or use of ammunition, explosives, fireworks, or flammable substances not authorized by proper school officials is prohibited and will result in disciplinary consequences and referral to the police.

FORGERY

Students caught forging passes or in possession of forged passes, school IDs, or school documents of any kind will be subject to disciplinary consequences.

GAMBLING

Gambling on school grounds, at school events, or on school buses is prohibited. Gambling paraphernalia is prohibited on school grounds or at school events.

HAZING

Students may not subject other students to treatment that is intended to harass, intimidate or harm, either physically or mentally. This type of behavior includes verbal or physical actions that are intended to humiliate, embarrass, intimidate or otherwise harm a fellow student, either physically or mentally. This behavior will result in an out of school suspension.

INSUBORDINATION/DISOBEDIENCE

Disobeying rules of student conduct or directives from staff members or school officials is prohibited. Examples of disobeying staff directives include refusing a District staff member’s request to stop, present school identification, or submit to a search; disobediences or disrespect to school personnel; refusal to cooperate with and give truthful responses to school personnel investigating student disciplinary matters or other school related problems; interference with school personnel in the performance of their duties; refusal to comply with reasonable and lawful instructions of school personnel; or, refusal to identify one’s self to school personnel upon request.

OBSTRUCTION OF PROCESS/DECEPTIVE PRACTICES

Interference with or obstruction of the educational process or legitimate purposes of the school by use of violence, force, noise, coercion, intimidation, passive resistance, or similar act is prohibited. Any student attempting to deceive a faculty member or York employee will be subject to disciplinary action. Refusal to

cooperate with and give truthful responses to school personnel investigating student disciplinary matters or other school related problems is prohibited. Students that engage in this type of behavior are subject to disciplinary action.

PROHIBITION OF FRATERNITIES, SORORITIES, GANGS AND SECRET SOCIETIES

Being involved with any public school fraternity, gang, cult, sorority, or secret society by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member is prohibited. Participation in the above organizations will be considered as gross disobedience or misconduct and may be punishable by suspension and a possible recommendation of expulsion. Prohibited gang/cult activities include, but are not limited to, the following items:

1. Wearing, possessing, using, distributing, displaying or selling of any clothing, jewelry, emblem, badge, symbol, sign or other item which evidence membership or affiliation in any gang/cult.
2. Committing any act or using any communication, either verbal or non-verbal (gestures, handshakes, etc.) showing membership or affiliation in a gang/cult.
3. Drawing of gang/cult related graffiti or distributing gang related literature.
4. Any other activity in furtherance of the gang/cult which violates the Board Policy.

Students engaged in prohibited gang/cult activities will be subject disciplinary action.

SEXTING

Sexting is expressly prohibited in that it causes a disruption to one or more student's ability to learn and that it disrupts the school's ability to educate its students in a safe and protected environment. Sexting under this policy includes the production, possession, or dissemination of obscene images or text over the internet or cellular connection on a cellular device, personal computer, or school computer. It is a violation of policy if it disrupts the school environment, regardless of whether the image was taken on or off school property or if the original message was sent from a home computer or device.

THEFT, VANDALISM AND ARSON

Theft of, or vandalism to, District 205 property, the property of school personnel, or the property of other persons may result in out of school suspension, referral to police and possible expulsion recommendation. Arson, maliciously setting fire to one's own property or the property of others, will not be tolerated. Students and their parents will be held financially accountable for theft or of vandalism to District 205 property.

The District will allow for restitution within one week of the notice of amount due. In the event that such restitution is not delivered, the Administration will take the issue to the Board of Education, with consideration of action including consideration of criminal and/or civil actions.

TRESPASSING

The presence in a school building, an area of a school building or on school property without specific permission from a teacher or administrator when the building or area is generally closed to students is prohibited.

UNLAWFUL EXPRESSION

Creating and/or distributing written or electronic material, including but not limited to Internet material and blogs that causes substantial disruption to school operations or interferes with the rights of other students or staff members is prohibited.

VIOLENT THREAT

The making of any violent threat or false reporting an act of violence is prohibited and will be reported to the police in addition to out of school suspension and possible recommendation for expulsion.

ALCOHOL/SUBSTANCE ABUSE POLICY

Using, possessing, distributing, purchasing, selling, sharing, or offering any prohibited substances or paraphernalia is strictly prohibited. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

Prohibited substances and paraphernalia include, but are not limited to, the following:

- a. Any alcoholic beverage or any item infused with alcohol.
- b. Any illegal drug, intoxicant, controlled substance, or cannabis (including marijuana and hashish).
- c. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.
- d. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
- e. Any prescribed drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions.
- f. Any inhalant or intoxicant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant or intoxicant to cause intoxication, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- g. "Look-alike" or "counterfeit drugs", or synthetic substances including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or intoxicant; or (b) that a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or intoxicant.
- h. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject

cannabis, controlled substances, or intoxicant into the body; and/or (b) grow, process, store, or conceal cannabis or controlled substances. This includes electronic cigarettes or vaporizers designed to ingest prohibited substances.

CHEMICAL ABUSE PROCEDURE

In response to School Board Policy 7:190, the administration of Elmhurst Community Unit School District

205 has developed and generally expects to impose the following consequences with the intention of maintaining discipline in the schools and providing a healthier and safer school environment for our students.

1. Use/possession of alcohol, un-prescribed steroids, other illegal/inappropriate/prohibited chemical substances or paraphernalia for drug use will be subject disciplinary action.

AMNESTY: Voluntary admission of a substance abuse problem will not be subject to disciplinary actions. In such cases, student and parents will sign a contract confirming intention of completing a mutually agreed upon drug education program. Such admissions will not be considered a self report if made in anticipation of or resulting from being “caught” by police or school personnel and will not qualify for amnesty. The Extracurricular Code of Conduct supersedes the above Amnesty policy. If completion of a mutually agreed upon drug education program is not fulfilled in a timely fashion, the student may be subject to disciplinary action.

2. Selling, offering to sell, arranging to sell or supplying alcohol, steroids, other illegal/inappropriate chemical substances, or paraphernalia and/or lookalikes for drug use will result in the following action(s):
 - a. Out-of-school suspension;
 - b. Notification of local police and possible filing of criminal charges by the appropriate school personnel;
 - c. Possible recommendation to the Superintendent that the student be expelled;
 - d. A hearing on the case conducted by the Board of Education.

TOBACCO POLICY

Possession, transfer, sale or use of tobacco or tobacco products by students on school property is prohibited, including use of electronic cigarettes and vaporizers. A violation of this policy may also result in a city citation being issued. Use/possession of tobacco (including smokeless tobacco) and tobacco products will be subject to disciplinary actions.

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION AND HARRASSMENT

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

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

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

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

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

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

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

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as suspensions and expulsions, that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, on contract with, or who volunteer in a school district, including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers, and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the requirements listed below; each numbered requirement, 1-12, corresponds with the same number in the list of required policy components in 105 ILCS 5/27-23.7(b) 1-12.

1. The District uses the definition of *bullying* as provided in this policy.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.
3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. Anonymous reports are also accepted.

Complaint Manager:

Name Dr. James Woell
Address 162 S. York, Elmhurst IL
Email jwoell@elmhurst205.org
Telephone 630.617.2302

4. Consistent with federal and State laws and rules governing student privacy rights, the Superintendent or designee shall promptly inform the parent(s)/guardian(s) of every student involved in an alleged incident of bullying and discuss, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

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

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

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. A student's act of reprisal or retaliation will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as *bullying* for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan must be based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's Internet website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct are currently posted. The policy must also be distributed annually to parents/guardians, students, and school personnel, including new employees when hired.
11. The Superintendent or designee shall assist the Board with its evaluation and assessment of this policy's outcomes and effectiveness. This process shall include, without limitation:
 - a. The frequency of victimization;
 - b. Student, staff, and family observations of safety at a school;
 - c. Identification of areas of a school where bullying occurs;
 - d. The types of bullying utilized; and

- e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. The Superintendent or designee must post the information developed as a result of the policy evaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students.

12. The Superintendent or designee shall fully implement the Board policies, including without limitation, the following:
 - a. 2:260, *Uniform Grievance Procedure*. A student may use this policy to complain about bullying.
 - b. 6:60, *Curriculum Content*. Bullying prevention and character instruction is provided in all grades in accordance with State law.
 - c. 6:65, *Student Social and Emotional Development*. Student social and emotional development is incorporated into the District's educational program as required by State law.
 - d. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use.
 - e. 7:20, *Harassment of Students Prohibited*. This policy prohibits *any* person from harassing, intimidating, or bullying a student based on an identified actual or perceived characteristic (the list of characteristics in 7:20 is the same as the list in this policy).
 - f. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation.
 - g. 7:190, *Student Discipline*. This policy prohibits, and provides consequences for, hazing, bullying, or other aggressive behaviors, or urging other students to engage in such conduct.
 - h. 7:310, *Restrictions on Publications*. This policy prohibits students from and provides consequences for: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographic material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

SUICIDE AND DEPRESSION AWARENESS AND PREVENTION

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the student services office.

YORK HIGH SCHOOL SEXUAL HARASSMENT POLICY

1. Prohibition of Sexual Harassment

Employees and students are prohibited from sexually harassing other employees or students.

2. Definition

A. In the case of sexual harassment of any employee by another employee, sexual harassment means any:

1. Unwelcome sexual advances, or
2. Request for sexual favors, or
3. Any conduct of a sexual nature when (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (iii) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

B. In the case of sexual harassment of a student by an employee, sexual harassment means:

1. Any sexual advance by an employee toward a student.
2. Any request by an employee to a student for sexual favors.
3. Any acceptance by an employee of a sexual advance or request for sexual favors from a student.

Any conduct of a sexual nature by an employee directed toward a student when (i) the student's submission to or rejection of such conduct is either explicitly or implicitly a term or condition of the student's grade or the student's participation in any school-sponsored activity, or (ii) such conduct has the purpose or effect on a student of reasonable sensibilities, or creating an intimidating, hostile or offensive school environment for the student.

C. In the case of sexual harassment of a student or employee by a student, sexual harassment means:

1. Any sexual advance by a student toward an employee or another student.
2. Any request by a student to an employee for sexual favors from the employee.
3. Any conduct of a sexual nature by a student directed toward an employee when such conduct has the purpose or effect on an employee of reasonable sensibilities, (i) of creating an intimidating, hostile or offensive school environment for the employee or (ii) of influencing either the student's grade or participation in any school-sponsored activity.
4. Any conduct of a sexual nature by a student directed toward another student when (i) such conduct has the obvious result of creating an intimidating, hostile or offensive school environment for the other student or (ii) such conduct is continued by the student after the request of the other student to stop such conduct because it is intimidating, hostile, or offensive to the other student. The determination of whether the conduct of a student is intimidating, hostile or offensive is to be made by the School Administration.

D. Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms intimidating, hostile or offensive as used above include conduct which has the effect of humiliation, embarrassment or discomfort.

1. Complaints alleging a violation of this policy should be brought to the attention of the appropriate school officials as soon as possible after the alleged incident of sexual harassment. Caution must be exercised, however, to accurately state the facts giving rise

to the complaint and to avoid groundless complaints. Grossly inaccurate or groundless complaints, made in bad faith, may subject the complainant to disciplinary action.

If sexual harassment occurs in the classroom:

- Student tells the harasser to STOP.
- Student keeps record of any further incidents: time, place, actions, words, and witnesses.
- If the harassment continues, student reports the incident to the teacher.
- Teacher tells the harasser that a complaint has been made and the harassment must stop.
- Teacher files a sexual harassment report with the Dean and an investigation begins.
- The victim should report any further incidents to a Counselor, Social Worker or Dean.
- The victim will be asked for a written statement of the occurrence(s) and parents will be notified.
- The harasser will be disciplined based on the findings of an investigation.

If the harassment occurs outside the classroom:

- Student tells the harasser to STOP.
- Student keeps record of any further incidents: time, place, actions, words, and witnesses.
- Student reports the incident to a Counselor, Social Worker or Dean. (Dean will always be notified.)
- The victim will be asked for a written statement of the occurrence(s). An investigation will begin and parents will be notified.
- The victim should report any further incidents to a Counselor, Social Worker, or Dean.
- The harasser will be disciplined after the investigation has been completed.
- If a false report is made, disciplinary action will be taken against the person making the complaint.

(This policy is consistent with Board Policy 7:20)

INFORMATION OF SUSPENSION & EXPULSION

IN-SCHOOL SUSPENSION - LEARNING ADJUSTMENT CENTER (LAC)

The Dean of Students may assign students to a Learning Adjustment Center instead of attending regular classes when it is in the best interest of the student or school, for behavior that does not reach gross disobedience or misconduct. This assignment may be for some or all of the student's classes and may be for more than one (1) day. The student shall be permitted to take all examinations and quizzes during the period of suspension and will complete all current assignments under supervised study conditions.

Parents will be notified of the assignment by phone and, in all cases, by mail (email for parents with an email address on file or regular mail for those without). During this assignment students are expected to study or perform work assigned by teachers. Students will be credited with attendance in school and their

work will be accepted for credit by their teachers if it is of sufficient quality and the student's behavior was acceptable during this assignment.

AFTER SCHOOL DETENTION POLICY AND PROCEDURES

After School detentions will support York's Tardy Policy and be used as an optional consequence for minor classroom misbehavior. Students who arrive tardy or fail to serve an ASD will receive an additional ASD.

General Information and Rules

After School detentions are scheduled on Tuesday, Wednesday and Thursday from 3:15 p.m. to 4:15p.m.

Students are expected to report to the LAC (room C171) with books and materials and be prepared to complete school work. Students are to bring appropriate reading materials for when their assignments are complete.

- The ASD supervisor will assign students a seat.
- Students will not be allowed to go to their lockers at any time.
- Students are to sit quietly in their seats and work on their school work. They are not allowed to talk or get out of their seat without the permission of the ASD supervisor.
- Students are expected to stay awake and remain actively engaged during the entire period. Eating, talking and not passing is prohibited. Cell phones and iPods are not permitted.
- Students will be dismissed from ASD for misbehavior and will be referred to the Deans' Office.
- Students will be dismissed at 4:15 p.m. Students are expected to have transportation available immediately upon dismissal.

Students who are not present at 3:15 p.m. will not be allowed to serve their ASD!

GROSS DISOBEDIENCE OR MISCONDUCT

1. Gross disobedience or misconduct includes the prohibited conduct when such conduct occurs on District 205 property, on school buses, or at school sponsored activities, wherever located.
2. The prohibited conduct may also constitute gross disobedience or misconduct, regardless of where the conduct occurs, if, because of such conduct, the student presents a substantial danger to the orderly operation of the school or to the health or safety of students, employees or other persons on school premises, on school buses or at school-sponsored activities, wherever located.
3. Repeated violations of school rules or misbehavior may also constitute gross disobedience or misconduct, thus warranting expulsion or suspension, even though each prior violation or misbehavior may not alone have warranted expulsion or suspension.

Social Privileges

York students are allowed to attend all extra-curricular activities. These activities include: sporting events (home and away), fine arts events and school-sponsored dances. If a student's behavior or conduct violates the Student Behavior Policies, their social privileges may be suspended. The misbehaviors include but are not limited to: attending any school related activity under the influence of a controlled substance, exhibiting or being involved in any behavior that interferes with the educational process, performing any behavior or action that jeopardizes the safety of the students and staff of York High School.

SUSPENSION OF STUDENTS

The Board of Education is empowered by the School Code to suspend students from school for gross disobedience or misconduct. In exercising this power, the Board may act through its agents, i.e., the Superintendent, Principal, Assistant Principals and Deans of Students, who are hereby authorized to suspend students for a period not to exceed ten school days. The Superintendent will establish written directives governing suspension compliance with the requirements of the School Code and due process of law. These directives are to be followed as closely as reasonably possible by the Superintendent, Principals, Assistant Principals and Deans.

Upon the request of the parent or guardian of the suspended student, the suspension will be reviewed by the Board or a hearing officer appointed by the Board. The review, the student's parents(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After the review by the Board or hearing officer, the Board may take such action as it finds appropriate (Refer to Board Policy 7:200).

EXPULSION FROM SCHOOL

Students may be expelled from school by the Board of Education for gross disobedience or misconduct (as provided in the Board Policy) after a hearing before the Board of Education or a hearing officer appointed by the Board. Expulsion proceedings may be initiated by the Board of Education or by the Superintendent upon written recommendation to the Board. The Superintendent will schedule the hearings and notify parents/guardian of the student. After the hearing, the Board may take such action as it deems appropriate including, but not limited to, the expulsion of the student for a period extending beyond the end of the current school term (Refer to Board policy 7:210).

STATUS OF STUDENTS UNDER SUSPENSION AND EXPULSION

Students who are under temporary suspension by administrative ruling and those who have been expelled by action of the Board of Education are not permitted to come onto school property nor to participate in nor attend any school-sponsored activities either at the school or away from the school during the period of suspension or expulsion.

Any student coming onto school grounds when under suspension and without permission of the Deans is considered a trespasser and subject to arrest.

POLICY FOR DRIVER EDUCATION

York and private driving schools must comply with the state requirement that a student must pass a total of eight classes in the two semesters immediately preceding the semester in which Driver Education is taken.

VI. GENERAL INFORMATION

BUSES

Student eligibility for School District 205 bus transportation requires the student to live outside a one and one-half mile radius from York High School. Students must present their student ID each time they board the bus. Buses will complete one round trip each day. (Bus route information will be distributed when students register.) York High School may additionally offer busing to students outside of the standard school day. Students are expected to be at their designated pick up locations at least 10 minutes prior to the school bus arrival time. Unless a student has permission of the Administration, he/she may only ride the bus to which they have been assigned. Bus route numbers are printed on the student's ID.

BUS BEHAVIOR

Students who participate in the District transportation program either on a daily bus service basis or in extracurricular activities or field trips will adhere to all rules and regulations related to student behavior and code of conduct. Failure to do so may result in the loss or modification of transportation privileges as determined by the Administration or other appropriate disciplinary action.

Electronic visual and audio recordings are used on all buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recording shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

BUS PROBLEMS PROCEDURES

All telephone calls regarding bus problems should be directed to the Assistant Principal for Finance and Student Activities. Students arriving late to school due to bus associated problems should follow these procedures:

- A. Report to the Attendance Office area. Students should be prepared to give their bus route number and to explain the nature of the bus problem.
- B. The Administration will determine whether the bus problem has resulted from circumstances beyond or within the student's control.
- C. Bus problems arising from circumstances beyond the student's control will be handled as follows:
 1. Students will be issued a Late Bus Pass and will be instructed to have the pass time-stamped before they leave the Attendance Office on their way to class.
 2. Students will have six minutes to report to their scheduled class from the time indicated on the late bus pass. Students not reporting to class within the six minute time will be counted tardy.
 3. The Attendance Office will correct the student's attendance record to reflect excused tardiness or period absence.
 4. Parents of students missing an entire school day, as a result of bus problems, should call the Attendance Office on the day of the absence.

- D. In case of bus problems arising from circumstances under the student's control, students, upon arriving at York High School, will be referred to the Deans.
- E. Phone calls from parents or students living in areas inaccessible to a school bus (because of excessive snow, flood waters or other unpredictable conditions) should be made directly to the Attendance Office 630-617-2444.
- F. The Administration will routinely notify the Attendance Office whenever buses are late.

DISSECTION OF ANIMALS

Experiments on living animals are prohibited; however, behavior studies that do not impair an animal's health or safety are permissible. The dissection of dead animals or parts of dead animals will be allowed in the classroom only when the dissection exercise contributes to or is part of an illustration or pertinent study materials. All dissection of animals must comply with Illinois School Code.

Students who object to performing, participating in, or observing the dissection of animals will participate in alternative instructional programs which will be arranged by the classroom teacher, with the building Principal's approval. No student will be penalized or disciplined for refusing to perform, participate in, or observe a dissection.

DEFERRED STUDENT FEE PAYMENT/CREDIT CARDS

Parents/guardians with special financial needs may defer required payments. Arrangements for special payment plans should be made with the Assistant Principal for Finance and Student Activities. Families may use VISA or MasterCard in the Bookstore to pay fees during registration.

FEE INFORMATION: NONPAYMENT OF FEES

To further the financial integrity of the District's programs, to foster responsible citizenship in students and to be fair to those students and parents who pay required fees and expenses, it is necessary that action be taken against students and parents who fail to make required payments or meet obligations to the district. Required payments and/or obligations include such matters as textbook fees, course fees, return of loaned textbooks and library books, user fees, activity fees, yearbook and, payment for damaged books.

The Administration will take into account the financial ability of the students and parents to make the required payment or perform the required financial obligation. No parent or student will be denied services due to genuine financial inability to pay or perform. The Superintendent or designee will develop guidelines to be followed for collection of outstanding fees that would result in legal action against the parent (guardian) or adult student for non-payment.

FIELD TRIPS

Students may occasionally have the opportunity to take field trips connected to their academic classes or through their participation in extracurricular activities. All school rules apply during these field trips. Students who misbehave face normal school consequences for that misbehavior and may be denied participation in future field trip or travel opportunities.

FREEDOM OF EXPRESSION

The District attempts to prepare students for responsible citizenship, in part, by developing a basic awareness, understanding and acceptance of the individual responsibilities and privileges associated with First Amendment rights and the democratic process. In its efforts to protect the rights of all students, the school will strive to provide an environment which maintains a balance between the orderly process of education and individual freedom.

It is the policy of the Board of Education that all school-sponsored expressive activities, including but not limited to the school newspapers and school yearbooks, are not public forums, and that all buildings and grounds in this District will be considered non-public forums and preserved for the use of educating students in the District.

The Superintendent will provide regulations consistent with this policy that help promote individual freedom, responsibility, and good citizenship and maintain an orderly process of education, as well as maintain the non-public forum status of all school-sponsored expressive activities and all District buildings and grounds. In executing this policy, the Board, the Administration and staff will take into account the psychological and emotional needs of its students, based on, among other factors, the age and maturity of the students.

GRADUATION

The high school graduation ceremony is a privilege accorded to those seniors who have completed all graduation requirements and are in good standing until the graduation program is completed. Students involved in a senior prank and / or misbehavior which results (or would normally result) in an out-of-school suspension that extends to the end of the school year will not be allowed to participate in the ceremony. The Administration reserves the right to deny participation to any student for serious issues not explicitly stated in this policy.

HEALTH SERVICES

Through health counseling, the nurse identifies student health needs and follows through with students and parents for appropriate action, conducts programs to identify hearing and visual problems, and gives emergency treatment for injuries that occur in school. A student who is absent due to a serious illness, hospitalization, a communicable disease, a fracture, a medical test, or a prolonged illness, should report to Health Service when returning to school. If it is necessary to be excused from physical education for more than three days, a written note from the physician is needed.

IMMUNIZATIONS

Elmhurst School District 205 has an Exclusion Policy requiring all students to be in compliance with state-mandated physical examination/immunization requirements by October 15. This policy applies to all students entering Early Childhood, Kindergarten, 6th and 9th grades.

The Certificate of Child Health Examination, Proof of Dental Examination and Proof of Vision Exam forms may be picked up at the school office or downloaded from the District 205 website at www.elmhurst205.org, click on "Forms" under "Parent Links." Proof of student health examination may be submitted to your child's school office/health office prior to the end of this school year.

The following are the immunization/medical examination guidelines required by school policy and state law:

1. All health examinations must be dated within one year before entering Madison Early Childhood Education Center, Kindergarten, 6th and 9th grades.
2. All health examinations must be dated within one year of entering school when a student transfers from another Illinois school district, entering Kindergarten, 6th or 9th grade.
3. Health examinations are required whenever an out-of-state student first enrolls in a District 205 school, regardless of the student's grade.

In addition to the physical examination and immunization requirements, the Illinois State Board of Education requires proof of a vision exam for all new students entering the District for the first time. Vision exams must be documented on the Illinois Department of Public Health vision form.

If a medical reason prevents a student from receiving a required immunization by the first day of school, the student must present an immunization schedule and a statement of the medical reasons causing the delay. Failure to comply with the above requirements by the first day of the forthcoming year will result in the student's exclusion from school until the required completed health forms are presented to the District.

HOMELESS ASSISTANCE

For information pertaining to homeless assistance please contact, Dr. Kathy Kosteck, Assistant Superintendent of Student Services, at 630-834-4530 ex 2820.

TECHNOLOGY AND INTERNET RESPONSIBLE USE AGREEMENT

Board Policy 6:235 and Administrative Procedure 6:235-AP address access to the District Network and Technology ("District Technology"), and all users must agree to abide by the rules and guidelines of that Policy and Procedure. This section summarizes some key guidelines that students should follow when using District Technology.

CHROMEBOOK USE

District 205's Mobile Learning Implementation (MLI@205) is anchored by three philosophical tenants: Access, Agility, and Agency. We believe that with personal computing devices, students will have greater access to information, greater agility when navigating instructional activities, and feel empowered to take ownership of the learning process.

Starting this school year, all students are required to purchase a Chromebook for use in all classes. Teachers at York will maintain a digital presence and communicate with students and families through digital means. Students are expected to bring their Chromebook to class as required by the instructor. The Chromebook should be charged daily and operational. Students will receive a power cord and a secure case. In the event that a Chromebook breaks or fails to operate, students should take the Chromebook to the Tech Services Internship (TSI) class for repair.

District Technology, including the use of Chromebook, enhances learning and teaching by enabling students and staff to create, access and share knowledge; perform research; communicate globally; collaborate; and disseminate successful educational practices, methods and materials. All use of District Technology must be in accordance with

Board of Education policy, in support of bona fide education and/or research, and be in furtherance of the educational mission of District 205.

Students will be expected to use the internet throughout the course of the school day. Please note that the Internet is an association of diverse communication and information networks. As such, it is possible that your student may come across some material you might find objectionable. While we take steps in accordance with Board policy to prevent access to such material the District cannot guarantee that students will not gain access to inappropriate material.

Students who wish to access the Internet must have *an Authorization for Access to the District Network and Technology ("Authorization")* signed by their parent/guardian on file, and the student must sign his or her student handbook.

Chromebook Non-Warranty Repair and Accidental Damage Protection

The Chromebook protection plan, required for students in grades 6 through 12, protects Chromebooks against all out-of-warranty repairs and one accidental damage incident per year. District 205 will assess each Chromebook damage or failure and repair the device under the protection plan if the damage or failure

is determined to be a manufacturer defect or accidental in nature.

The Chromebook protection plan does not cover loss or theft of the Chromebook or its accessories (case or charger), accidental damage beyond one incident per year, repairs resulting from unauthorized modification of system hardware, or damage resulting from intentional misuse or abuse. Parents/students will be charged the cost of repairs not covered by the protection program.

Privacy

Students should NOT expect that information created, stored, transmitted or received via District Technology is private. District Technology may be treated like school lockers. The District reserves the right to log, monitor, and review the use of District Technology by students, and to search, examine and copy at any time the information processed with District Technology, including access to District Technology through personal technology not owned by the District including Chromebooks.

Privileges and Responsibilities

Students must comply with all rules and guidelines outlined in the Acceptable and Responsible Use section below. Students are responsible for their actions while using District Technology and for all other activity that takes place through use of their passwords to access District Technology.

Acceptable and Responsible Use

Students are responsible for appropriate behavior using District Technology just as they are in a classroom or a school hallway. General school rules for behavior and communication apply.

Independent access to District Technology is provided to students who agree to act in a considerate and responsible manner, who sign their student handbook.

Unacceptable Use is any use which disrupts the proper and orderly operation and discipline of District facilities; threatens the integrity or efficient operation of District Technology; violates the rights of others; is socially inappropriate; is primarily intended for political purposes, commercial purposes, or as an immediate solicitation of funds; is illegal or for illegal purposes of any kind; or constitutes gross disobedience or misconduct as defined in Board of Education policy.

Unacceptable use of District Technology is prohibited. Prohibited uses include, but are not limited to:

1. Use of District Technology to make statements or actions that could be interpreted to threaten any person, group, building, or property with harm, regardless of whether the student actually intends to carry out such threat;
2. Use of District Technology to commit “cyber-bullying,” which is defined as the use of electronic communication tools, including e-mail, social networking sites, blogs, instant messaging, chat rooms, cell phones, or other forms of information or communication technology, to deliberately harass, threaten, humiliate, or intimidate another. Cyber-bullying examples include making threats, sending provocative insults, using racial/ethnic slurs, or attempting to infect a victim’s computer with a virus;
3. Use of District Technology for personal, private, or commercial financial gain, including

- gambling, or for any other non-approved purpose including visiting inappropriate non-educational sites, such as gang, drug or adult content sites;
4. Use of District Technology to download, upload, create, store, install, transmit, display, print or otherwise possess or disseminate information, files or programs:
 - a. for which prior written approval has not been granted,
 - b. that are deemed by the District to be unsuitable in the educational setting or unrelated to the District's educational purpose,
 - c. that are profane, obscene, pornographic, defamatory, abusive, lewd, vulgar, threatening, violent, offensive, harassing, illegal, or contain inappropriate language, text, sounds, or visual depictions that are generally considered offensive or threatening to persons of a particular race, national origin, gender, religion, sexual orientation, or to persons with disabilities,
 - d. that constitute or furthers fraud (including academic fraud), libel, slander, forgery (assuming a false identity), spoofing (sending or posting communications which claim to come from another person), or plagiarism (claiming another person's writing as yours), or
 - e. that violate copyright, intellectual property rights, software licensing agreements, or any other state or federal intellectual property laws or regulations;
 5. Modification, disabling, compromising, or otherwise circumventing any anti-virus feature, filter, firewall, user authentication, or other security feature maintained on District Technology, whether through the use of District Technology or personal technology, without prior written District approval, or on any other network when using District Technology to access that network;
 6. Connecting personal technology (e.g., computers, mobile devices, switches, non-district printers) to District Technology without prior written District approval;
 7. Knowingly or negligently vandalizing, damaging, degrading, disrupting, altering, or interfering with District Technology and/or any other network or technology by use of District Technology, including attempts to access, modify, corrupt, or destroy data of another user, any program, or any system. This includes "hacking" or creating or knowingly downloading, uploading, or forwarding computer viruses;
 8. Use of District Technology to repost or forward personal communications without the author's prior consent, or to gain or attempt to gain unauthorized access to resources or entities including examining, modifying, deleting, transmitting or duplicating the files and/or data of another user or another system;
 9. Use of District Technology to use, access, or alter another individual's network account or password on any network or technology;
 10. Releasing any password provided in confidentiality for use of District Technology (including your own) to any individual other than a student's own parent/legal guardian, or granting access to District Technology to any individual without prior written District approval;

11. Use of District Technology to gain unauthorized access to external online service, including violating the Terms of Use agreement of any online service provider;
12. Compromising another's safety or privacy by disclosing personal or confidential school student record information such as a student's grades, test scores, telephone numbers, addresses, or other identifying information through District Technology;
13. To create or send email or other communications which purport to come from another individual ("spoofing") or otherwise to assume an anonymous or false identity in communications made through District Technology;
14. Use of District Technology to send spam, chain letters, or other mass unsolicited mailings;
15. Use of District Technology while access privileges are suspended or revoked; and
16. Use of District Technology to violate any provision of the Elmhurst Community Unit District 205 School Discipline Code.

A responsible student user of District Technology:

- **WILL** access and store information on District Technology as long as he or she is a district student in good standing
- **WILL** use the Internet to research assigned classroom projects
- **WILL** use District Technology to collaborate electronically with other users of District Technology and to people around the globe as it relates to school assignments.

A responsible student user of District Technology:

- **UNDERSTANDS** that he or she is responsible for actions and communications originated from their login, that NONE of his or her communications and information accessible through District Technology is considered private or confidential, and that the school reserves the right to access all user accounts, at any time and without prior notice, including student electronic mail, network folders and files.
- **UNDERSTANDS** that District 205 has the right to monitor and log any and all aspects of its computer systems and networks including, but not limited to, monitoring internet sites visited by users, monitoring file/app downloads, and monitoring all communications sent and received by users.
- **UNDERSTANDS** the Acceptable and Responsible Use guidelines before logging on, and has signed their student handbook to be granted District Technology privileges.
- **UNDERSTANDS** that if the guidelines in this handbook are violated, the student's District 205 network account will be revoked and he/she will be subject to further disciplinary action, up to and including suspension and expulsion from school.
- **UNDERSTANDS** that if he or she is removed from the District 205 network that he or she has the right to appeal the removal within five (5) days, in writing, to the principal of the school. The school principal's decision will be FINAL.

- **UNDERSTANDS** that if he or she is removed from the District 205 network, he or she will not use the network until/unless privileges are re-instated, and that there is no obligation to provide a subsequent opportunity to access the network.

LEARNING COMMONS (LC)

The LC is the library and digital resource center for the entire school. It offers a full range of informational materials and services to meet staff and student needs related to the curriculum. The LC reaches beyond the school by connecting students to a variety of educational databases. Classes use the LC as they gather information to fulfill assignments. Students are encouraged to use the LC in order to practice their search strategies, their research skills and to read independently. In addition to a Librarian, the LC is staffed by content area teachers throughout the school day. The LC will be open before and after school Monday through Friday. Students from study hall may use the LC with a pass from an academic teacher. The Test Make-up Center (TMC) is open for students throughout every period of the day for students to take accommodated, make-up, and retake tests. Test arrangements should be made between the student and teacher ahead of time. The TMC is open before and after school Monday through Friday.

LOCKERS

Lockers are provided for students to keep clothing, books, or other articles appropriate for school use. Lockers must be kept locked and in orderly condition. The lockers are school property and as such are subject to administrative regulations and inspections.

Students will purchase a combination lock for their P.E. locker. These locks will not be repurchased at the end of the school year. Students must NOT share their hall or P.E. lock combination with others and all students must use the lockers assigned to them. Students who share lockers may be subject to disciplinary action. If a hall locker becomes inoperable, students should report the trouble in the Student Services Office. The school cannot assume responsibility for lost or stolen articles. If a student places a lock on the wrong locker, the lock will be removed (cut off, if necessary) so the student assigned to the locker may use it. The school cannot assume responsibility for material placed in the wrong locker.

Authorized school personnel have the right to inspect student lockers if there is reason to believe that something illegal or dangerous to students or the school is contained in the locker. If a student's locker is inspected when the student is not present, there will be a witness to observe the inspection.

Lockers must be emptied on the last day of school; materials left after the last day of school will be recycled or thrown away. Students who damage lockers will be charged for the repair. The school takes no responsibility for loss of contents.

MEDICATION AND ADMINISTRATION OF MEDICATIONS TO STUDENTS

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form." The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

The school nurse will administer medications which have been prescribed by a physician and which are needed to maintain the child in school. Before medication is given at school, parents should consult with their child's physician to see if midday medication schedules can be adjusted so that medication is given at a time the child is not in school.

Any medication which is taken to school must be taken to the nurse's office in a container appropriately labeled by the pharmacist or physician. A medication permission form, to be signed by the parent, must be obtained from the school nurse's office. A physician's order must be attached to the form and kept on file at school.

No over-the-counter medications will be given unless prescribed by a physician. This includes aspirin or non-aspirin pain relievers. Medication will be held at the school until the last day of the school year. If the parent/guardian has not picked up the medicine by that time, the medication will be disposed of by the school. Parents are encouraged to notify the school nurse if their child is taking any medicine on a regular basis at home.

YORK CAMPUS PRIVILEGE POLICY

The campus privilege policy is founded on the belief that most York seniors display the maturity and personal responsibility needed to be successful in high school and beyond. To be eligible for campus privileges, a York senior must:

- Have a grade of "C" or above in all classes from the previous quarter.*
- Have paid all fines/fees from the previous quarter.*
- Have no unexcused absences from the previous quarter.*
- Have a signed copy of the York Campus Privilege Form with a parent's signature on file in the YSS Office.
- Have their request cleared through their dean. Students with any disciplinary issues can be

denied campus privileges.

*First quarter privileges are based on fourth quarter from the junior year.

Seniors with campus privileges:

- May leave the campus during their assigned lunch period.
- May choose to withdraw from their scheduled study hall and may access any of the resource areas throughout the building, including the Commons, resources areas and/or leave the building during unscheduled periods.
- Must wear their student ID on a lanyard at all times.

Students may only exit through the academic lobby (door #1). The administration reserves the right to revoke these privileges for any student who abuses them or who is involved in a serious disciplinary incident. **The District's disciplinary code applies at all times when a student is utilizing campus privileges whether students are on or off campus.**

PARKING

1. Students who live within an established boundary close to the high school will not be allowed parking privileges at York. That area includes the streets south of the Northwestern/Metra railroad tracks, west of Cottage Hill, east of Route 83, and north of Vallette. Those wishing to be considered for an exception must file an appeal with the Assistant Principal for Student Services.
2. Students must meet the same criteria as required for participation in the Campus Privilege Program or must be participating in a work study program that requires driving off campus.
3. Those wishing to be considered for an exception must file a written appeal within two weeks of the beginning of a new semester. The written appeal must be submitted to the Assistant Principal for Finance and Student Activities.
4. Students who apply for a parking permit must provide a copy of their driver's license, proof of insurance, and car registration. All proper documentation regarding the student's automobile and parent permission must be completed to the satisfaction of the Campus Supervisor.
5. Parking passes will only be available to students in the senior class, unless a student is involved in one of the school-sponsored programs (Career Internship, Invite to Teach or Med. Careers.).

After students meet the initial criteria listed above, they will be considered for parking permits in the following order:

1. Students in school-sponsored, cooperative work programs who leave campus to go to an offsite location during the school day.
2. Remaining spots will be assigned using a lottery system.

Parking permits will be issued at the cost of \$156.00 per permit for the school year. Parking tags must be

placed on the rear window of the registered vehicle. Parking permits are non-transferable. Students who have their parking passes revoked will not receive a refund.

Parking in private parking lots, such as apartment complexes or area businesses, is usually prohibited by property owners who have the right to tow vehicles at vehicle owner's expense. The school expressly refuses any liability or responsibility for any student who parks outside of its own lots. Students will not be permitted to park on the streets surrounding school nor in the restricted or permit parking areas on the campus. Students who park on local streets subject themselves to potential citation by the Elmhurst Police Department. **STUDENTS WHO ARE FOUND TO BE PARKING ILLEGALLY IN THE LOTS AT YORK MAY BE TOWED AT OWNERS EXPENSE.**

FIRST OFFENSE Warning
SECOND OFFENSE Dean referral and loss of off campus privileges.
THIRD OFFENSE Other consequences which may include towing.

PHYSICAL EDUCATION EXCUSES

A letter written by a medical doctor on official letterhead, is required for a student to be excused from P.E.

PROCEDURE FOR RECEIVING STUDENT/PARENT CONCERNS AND COMPLAINTS

The Board of Education shall be receptive to complaints and suggestions from any of its constituents. When students and parents have concerns, suggestions or complaints, they are to be addressed first at the level closest to the source. If the concern remains unresolved, it may be advanced level by level through the Administrator, the Superintendent or directed to the Board of Education.

RECIPROCAL REPORTING SYSTEM

The District has adopted a policy and developed procedures to establish and maintain a reciprocal reporting system between the School District and local law enforcement agencies regarding criminal offenses committed by students. The School District will report to local law enforcement authorities criminal offenses committed by students and receive from local law enforcement authorities reports of criminal offenses committed by students enrolled in the School District to the extent permitted by law.

RESIDENCY

Students may enroll in the Elmhurst Public Schools if they are legal residents of District 205. Students entering from another school district shall have the school previously attended provide transcripts or furnish evidence that a transcript is available upon request. Temporary placements will be made based on such transcripts. The placement will be made permanent or revised pending diagnostic procedures.

Students reentering a District 205 school after having been withdrawn for such reasons as expulsion, home/parent instruction, voluntary withdrawal (over 17 years), etc., will be required to present evidence of course work completed, transcripts from any alternate programs, or other documentation for the Superintendent or designee to evaluate for grade placement and/or credit application. In addition, the district reserves the right to test for achievement level prior to making specific placement or awarding credit toward graduation.

SCHOOL DANCES

All students planning to bring someone other than a York student to a school dance must fill out and submit the appropriate guest form to the Deans for pre-approval. Students determined to be dancing inappropriately by a supervisor, administrator or dean will be directed to leave the dance without refund and may be denied entry into future dances. Students attending a dance that have been determined to be under the influence of alcohol or an illegal substance will receive school consequences and may be denied admission to future dances.

SEX EQUITY

Elmhurst School District 205 does not discriminate on the basis of sex in the provision of programs, activities, services or benefits and it will strive to guarantee to provide both sexes equal access to appropriate educational and extracurricular programs and activities. Rules established by the Illinois State Board of Education will be followed to seek to comply with this policy.

STUDENT EVALUATION OF FACULTY

Annually, students will be asked to provide feedback on the school and school personnel as part of the 5Essentials Survey for school improvement purposes. In addition, each year, every teacher will solicit feedback from the students in their classes to assist them in improving their own instruction practices. The surveys in both cases will be confidential.

STUDENT ID CARD

During registration, each student is provided with an ID card and lanyard. Students are expected to wear ID cards around the neck during school hours and at all school sponsored events as a positive identification of enrollment at York High School. It must be visible and not tucked under clothing or in pockets. The ID card will also be used when attending public events and school activities at which identification is necessary. ID cards are also essential for emergency identification of students and to identify bus riders and bus routes. Students must present their IDs to be admitted to the cafeteria for lunch, resource areas, and to obtain a Plasco tardy pass. A student is expected to present his ID card upon request by any school employee. Students failing to comply with such requests will be referred to the Dean's Office and are subject to disciplinary actions. Students may only use current year ID cards. Seniors with off campus privileges must wear their ID on a lanyard throughout the school day to utilize campus and off campus privileges. In case a student loses the ID during the year, they can purchase a new one in the Student Services Office.

STUDENT RECORDS

Right to Inspect Student Records

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

Types of Student Records

The permanent record includes:

- Basic identifying information, including the student's name and address, birth date and place, and gender, and the names and addresses of the student's parents/guardians;

Academic transcript, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations;

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

The permanent record may also include:

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

The temporary record consists of all information not required to be in the Student Permanent Record, which will include:

- Record of release of temporary record information;
- Scores received on all State assessment tests administered at the elementary grade levels (kindergarten through grade 8);
- Information regarding serious infractions (e.g., those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension or the imposition of punishment or sanction;
- The completed home language survey form;
- "Indicated" reports of physical or sexual abuse of the student, submitted to the School District by the Child Protective Service Unit in accordance with Section 8.6 of the Abused and Neglected Child Reporting Act, 325 ILCS 5/8.6.; and
- Any biometric information that is collected in accordance with Illinois School Code.

The temporary record may also include:

- Family background information;
- Intelligence test scores, group and individual;
- Aptitude test scores;
- Reports of psychological evaluations, including information on intelligence and personality, and academic information obtained through test administration, observation, or interviews;

- Elementary and secondary level achievement test results;
- Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations;
- Honors and awards received;
- Teacher anecdotal records;
- Special education files, including evaluation reports, IEPs, test protocols, and all records and tape recordings relating to special educational placement, hearings, and appeals;
- Any verified reports or information from non-educational persons, agencies or organizations;
- Other disciplinary information; and
- Other verified information of clear relevance to the education of the student.

Rights of Parents

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

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

Access to student records without parental consent is afforded to school or School District officials with a legitimate educational or administrative interest regarding the student. A school or School District official is a person employed by the School District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; or a person or company with whom the School District has contracted to perform a special task (such as an attorney, auditor, medical consultant, therapist, or data analysis/reporting firm). A school or school district official has a legitimate educational or administrative interest if the official needs to review a student record in order to fulfill his or her professional responsibility.

The District may also release student records without parental consent in accordance with the exceptions set forth in Section 6 of the Illinois School Student Records Act.

Procedures for Challenge

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

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

Additional Information

Permanent records are maintained for at least 60 years after the student has transferred, graduated or otherwise permanently withdrawn. Temporary records are maintained for at least five years after the student has transferred, graduated or otherwise permanently withdrawn. The school may charge the actual cost (not to exceed 35 cents per page) of copying student records at the request of a parent or student. However, no parent or student will be denied requested copies due to inability to pay for the copies.

Pursuant to the Family Educational Rights and Privacy Act (“FERPA”), a parent may file a written complaint with the U.S. Department of Education when he/she believes that a violation of FERPA has occurred.

No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit or insurance the securing by any individual of any information from a student’s temporary record which such individual may obtain through the exercise of any right secured under the Illinois School Student Records Act.

TEXTBOOK POLICY

If the student has purchased their books from the Beck’s Bookstore, they are responsible for verifying that they were issued the correct books for their courses and should take notice of the sticker inside the front cover of each book indicating that it was purchased at Beck’s Bookstore. At the end of the school term, students have the option of keeping their purchased books, or reselling them to the Bookstore or selling them to another student.

BUY BACK POLICY

For the 2017-2018 school year, the book buy back policy will be consistent with the policies of Beck’s Bookstore. Please visit the bookstore website for the complete buy back policy.

<http://www.beckstextbooks.com/store20/Home.aspx>

TRANSCRIPTS

Transcripts to accompany college applications, scholarship applications and other pertinent needs may be obtained by submitting a release form signed by parent and student to the Registrar's office. There is a \$4.25 fee for each transcript requested.

UNSCHEDULED TIME

Students with unscheduled time will have the opportunity to make decisions as to the utilization of unscheduled time from the following stations:

- a. Research, study or use a computer in the Learning Commons.
- b. Study or receive individual help in departmental resource centers. Teachers in individual subject areas will be assigned and available for individual student's needs in the Learning Commons or Math Lab.
- c. Students may make arrangements to view, listen to or prepare instructional materials (films, video tapes, audio materials, etc.) through the Learning Commons.
- d. Practice in music practice rooms.
- e. Work on projects in various industrial arts areas
- f. Confer with guidance counselors and/or obtain college and career material in the College & Career Resource Center.
- g. Seek individual help from teachers
- h. Any student is encouraged to come in early or stay after his regularly scheduled day to take advantage of the opportunities as listed above.

VISITORS AND GUESTS

In accordance with Illinois State Statute 38, Sec. 21-3 (Criminal Trespassing), only authorized personnel and presently enrolled students are permitted to be on school grounds or in the school building. Visitors to the school campus are directed to report to the Attendance's Office to apply for permission to visit and a visitor's permit. Guests to the school will be required to present proper identification and state the purpose of the visit. Parents are welcome to visit classes, if prearranged with the teacher and approved by the Principal.

VISITORS FROM OTHER SCHOOLS WILL NOT BE ALLOWED TO SPEND THE DAY IN CLASS WITH FRIENDS. Violators are subject to prosecution for criminal trespassing.

WEATHER EMERGENCY SCHOOL CLOSING

School closings dictated by weather conditions will be based on the potential adverse effects upon students and staff in getting to school. A primary, but not sole, factor is whether school buses can operate safely. Radio stations WGN, WLS, WBBM, and WMAQ will make announcements and an automated phone message will be sent home in time to prevent students from going to early 6:50 AM bus stops. These announcements will be made as early as possible. Information can also be found at www.elmhurst205.org/notify-me.

TORNADO PROCEDURES

1. Tornado Watch: Means that the weather conditions in this area are right to form tornadoes.
 - A. Teachers are notified of the tornado watch situation and should review emergency procedures with students.
 - B. Classes should continue as usual.
 - C. Students and school buses may proceed to leave the school as in normal conditions.
2. Tornado Warning: Means that a tornado funnel cloud has been spotted in this area of the state.
 - A. The DuPage County Regional Office of Education and Elmhurst Emergency Services Agency have directed that no students are to leave the school during a tornado warning.
 - B. School buses must not leave the school while the tornado warning is in effect. Students must be unloaded and returned to the school building.
3. Take cover: Means that a tornado has been sighted approaching Elmhurst and shelter must be taken at once. The outdoor warning sirens will be sounded just prior to the take cover message.
 - A. Evacuation to the school's designated disaster shelter areas will begin at once.
 - B. The DuPage County Regional Office of Education and Elmhurst Emergency Services Agency has directed that no students may leave the school while a Take Cover condition is in effect.
 - C. The Principal will determine when students and staff will return to their classes or be dismissed from school after an all-clear signal has been received. An all clear signal will be communicated to all students and staff member

August 2017

Sunday	Monday	Tuesday	Wednesday
		1	2
6	7	8	9
13	14	15	16
20	21	22	23
27	28	29	30

Thursday		Friday		Saturday		Notes	
3		4		5			
10		11		12			
17		18		19			
24		25		26			
31							

September 2017

Sunday	Monday	Tuesday	Wednesday
3	4	5	6
10	11	12	13
17	18	19	20
24	25	26	27

Thursday		Friday		Saturday		Notes
		1		2		
7		8		9		
14		15		16		
21		22		23		
28		29		30		

October 2017

Sunday	Monday	Tuesday	Wednesday
1	2	3	4
8	9	10	11
15	16	17	18
22	23	24	25
29	30	31	

Thursday		Friday		Saturday		Notes
	5		6		7	
	12		13		14	
	19		20		21	
	26		27		28	

November 2017

Sunday	Monday	Tuesday	Wednesday
			1
5	6	7	8
12	13	14	15
19	20	21	22
26	27	28	29

Thursday		Friday		Saturday		Notes	
2		3		4			
9		10		11			
16		17		18			
23		24		25			
30							

December 2017

Sunday	Monday	Tuesday	Wednesday
3	4	5	6
10	11	12	13
17	18	19	20
24	25	26	27
31			

Thursday		Friday		Saturday		Notes
		1		2		
7		8		9		
14		15		16		
21		22		23		
28		29		30		

January 2018

Sunday	Monday	Tuesday	Wednesday
	1	2	3
7	8	9	10
14	15	16	17
21	22	23	24
28	29	30	31

[illegible]

February 2018

Sunday	Monday	Tuesday	Wednesday
4	5	6	7
11	12	13	14
18	19	20	21
25	26	27	28

Thursday		Friday		Saturday		Notes	
<div>1</div>		<div>2</div>		<div>3</div>			
<div>8</div>		<div>9</div>		<div>10</div>			
<div>15</div>		<div>16</div>		<div>17</div>			
<div>22</div>		<div>23</div>		<div>24</div>			
<div></div>		<div></div>		<div></div>			

March 2018

Sunday	Monday	Tuesday	Wednesday
4	5	6	7
11	12	13	14
18	19	20	21
25	26	27	28

Thursday	Friday	Saturday	Notes
1	2	3	
8	9	10	
15	16	17	
22	23	24	
29	30	31	

April 2018

Sunday	Monday	Tuesday	Wednesday
1	2	3	4
8	9	10	11
15	16	17	18
22	23	24	25
29	30		

Thursday		Friday		Saturday		Notes
	5		6		7	
	12		13		14	
	19		20		21	
	26		27		28	

May 2018

Sunday	Monday	Tuesday	Wednesday
		1	2
6	7	8	9
13	14	15	16
20	21	22	23
27	28	29	30

Thursday		Friday		Saturday		Notes	
3		4		5			
10		11		12			
17		18		19			
24		25		26			
31							

June 2018

Sunday	Monday	Tuesday	Wednesday
3	4	5	6
10	11	12	13
17	18	19	20
24	25	26	27

Thursday		Friday		Saturday		Notes
		1		2		
7		8		9		
14		15		16		
21		22		23		
28		29		30		

July 2018

Sunday	Monday	Tuesday	Wednesday
1	2	3	4
8	9	10	11
15	16	17	18
22	23	24	25
29	30	31	

Thursday		Friday		Saturday		Notes
	5		6		7	
	12		13		14	
	19		20		21	
	26		27		28	

[illegible][illegible][illegible]

AUGUST 2017						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

[illegible]

[illegible][illegible][illegible]

[illegible][illegible][illegible]

[illegible][illegible][illegible]

[illegible][illegible][illegible]

Long Term Assignments / Reminders

[illegible][illegible][illegible]

[illegible][illegible][illegible]

[illegible][illegible][illegible]

[illegible][illegible][illegible]

[illegible][illegible][illegible]

[illegible][illegible][illegible]

[illegible][illegible][illegible]

[illegible][illegible][illegible]

[illegible][illegible][illegible]

9:25 AM	Student Late Arrival
---------	----------------------

[illegible][illegible][illegible]

[illegible][illegible][illegible]

Long Term Assignments / Reminders

[illegible][illegible][illegible]

[illegible]

[illegible][illegible][illegible]

[illegible][illegible][illegible]

[illegible][illegible][illegible]

DECEMBER 2017						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

[illegible][illegible][illegible]

[illegible][illegible][illegible]

[illegible][illegible][illegible]

[illegible][illegible][illegible]

[illegible][illegible][illegible]

[illegible][illegible][illegible]

[illegible][illegible][illegible]

FEBRUARY 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

MARCH 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Sports & Activities			Thursday, March 29			Assign. Notes		
Spring Break - No School								

[illegible][illegible][illegible]

[illegible][illegible][illegible]

[illegible][illegible][illegible]

[illegible][illegible][illegible]

[illegible][illegible][illegible]

Long Term Assignments / Reminders

[illegible][illegible][illegible]

Long Term Assignments / Reminders

[illegible][illegible][illegible]

Long Term Assignments / Reminders

[illegible][illegible][illegible]

2017

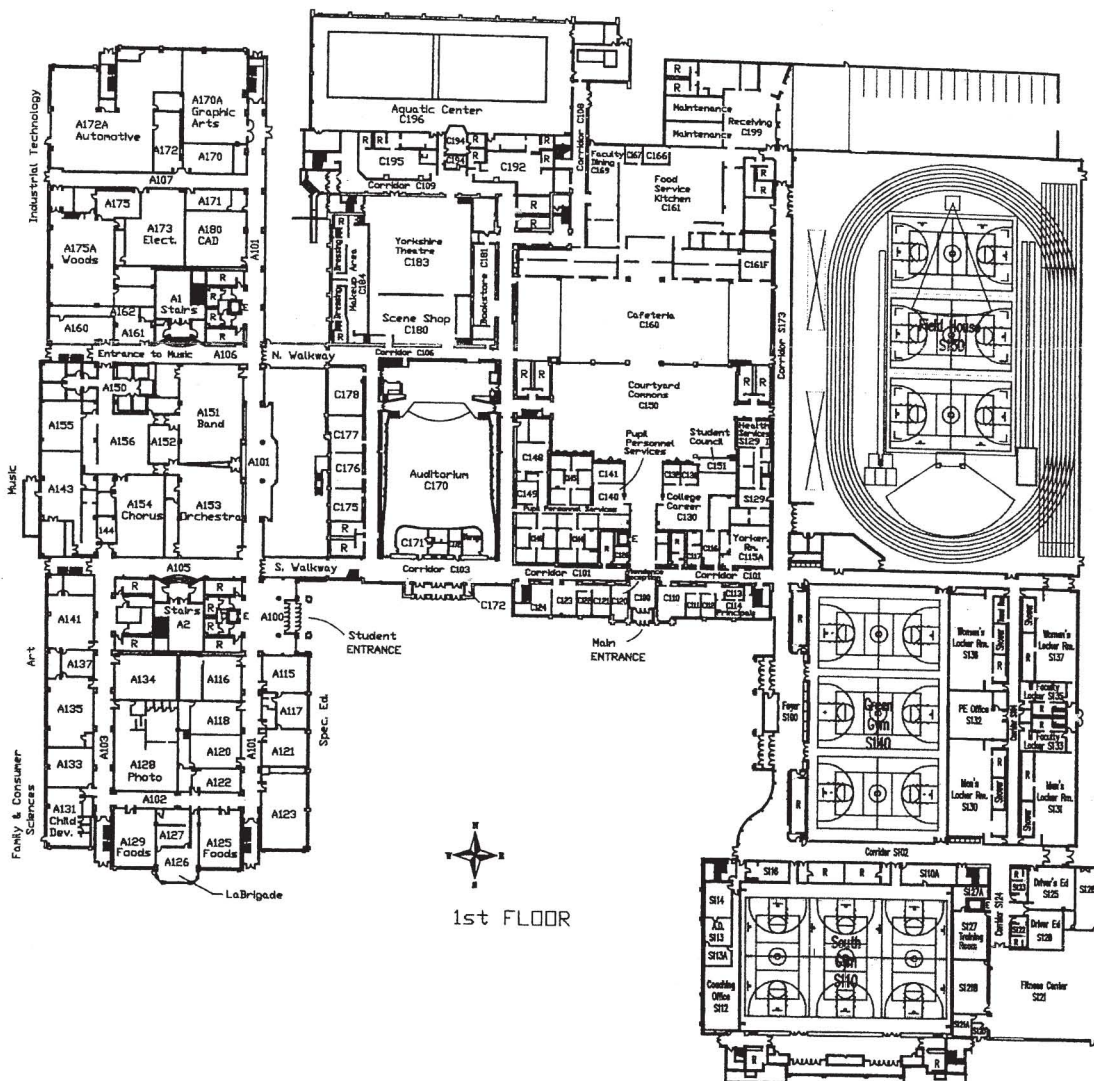
JANUARY 2017							FEBRUARY 2017							MARCH 2017							APRIL 2017							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7					1	2	3	4					1	2	3	4					1	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	16	17	18	19	20	21	22	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	23	24	25	26	27	28	29	
29	30	31					26	27	28					26	27	28	29	30	31		30							
MAY 2017							JUNE 2017							JULY 2017							AUGUST 2017							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	3	4	5	6						1	2	3						1	2	3	4	5	6	7	8	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	27	28	29	30	31			
														30	31													
SEPTEMBER 2017							OCTOBER 2017							NOVEMBER 2017							DECEMBER 2017							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
					1	2	1	2	3	4	5	6	7					1	2	3	4						1	2
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	
																					31							

2018

JANUARY 2018							FEBRUARY 2018							MARCH 2018							APRIL 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6					1	2	3		1	2	3	4	5	6	7	1	2	3	4	5	6	7
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10	8	9	10	11	12	13	14
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17	15	16	17	18	19	20	21
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31	29	30					
MAY 2018							JUNE 2018							JULY 2018							AUGUST 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5					1	2		1	2	3	4	5	6	7				1	2	3	4
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	
SEPTEMBER 2018							OCTOBER 2018							NOVEMBER 2018							DECEMBER 2018						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5	6					1	2	3						1
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
30																					30	31					

2019

JANUARY 2019							FEBRUARY 2019							MARCH 2019							APRIL 2019							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
			1	2	3	4	5					1	2	3					1	2		1	2	3	4	5	6	
6	7	8	9	10	11	12		4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19		11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26		18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31				25	26	27	28				24	25	26	27	28	29	30	28	29	30				
MAY 2019							JUNE 2019							JULY 2019							AUGUST 2019							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
				1	2	3	4						1		1	2	3	4	5	6					1	2	3	
5	6	7	8	9	10	11		2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18		9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25		16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30	31			23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	31
SEPTEMBER 2019							OCTOBER 2019							NOVEMBER 2019							DECEMBER 2019							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
1	2	3	4	5	6	7				1	2	3	4	5					1	2		1	2	3	4	5	6	7
8	9	10	11	12	13	14		6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
15	16	17	18	19	20	21		13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
22	23	24	25	26	27	28		20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
29	30							27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				



1st FLOOR ROOM NUMBERS

ACADEMIC BUILDING

- A115 Transitional Life Skills
- A117 Practical Living Center
- A118/120 Family & Consumer Science/Consumer Ed.
- A121 Transitional Life Skills
- A122 FCS Faculty Offices
- A123 Interior Design/Clothing Lab
- A125 Food Lab
- A126 LaBrigade Restaurant
- A127 Commercial Kitchen
- A128 Photography
- A129 Food Lab
- A131 Child Dev. Cir.
- A133 Child Dev. Rm.
- A134 Art Design Lab
- A135/141 Paint Studios A&B
- A137 Art Dept. Office
- A143 Ceramics/Jewelry Lab
- A150A-L Music Practice
- A151 Band Rehearsal
- A152 Music Dept. Office
- A153 Orchestra Rehearsal
- A154 Chorus Rehearsal
- A155 Music Classroom
- A156 Instrument Lockers

- A170 Graphic Arts Classm./Lab
- A171 Ind. Tech Offices
- A172 Auto Classm./Lab
- A173 Electronics Lab
- A175 Woods Classm./Lab
- A180 CAD Lab

COMMONS BUILDING

- C103C Campus Supervisor
- C110-113 Administration
- C114 Principal
- C115 Yorker Conf. Rm.
- C116 Registrar
- C117 Financial Sec.

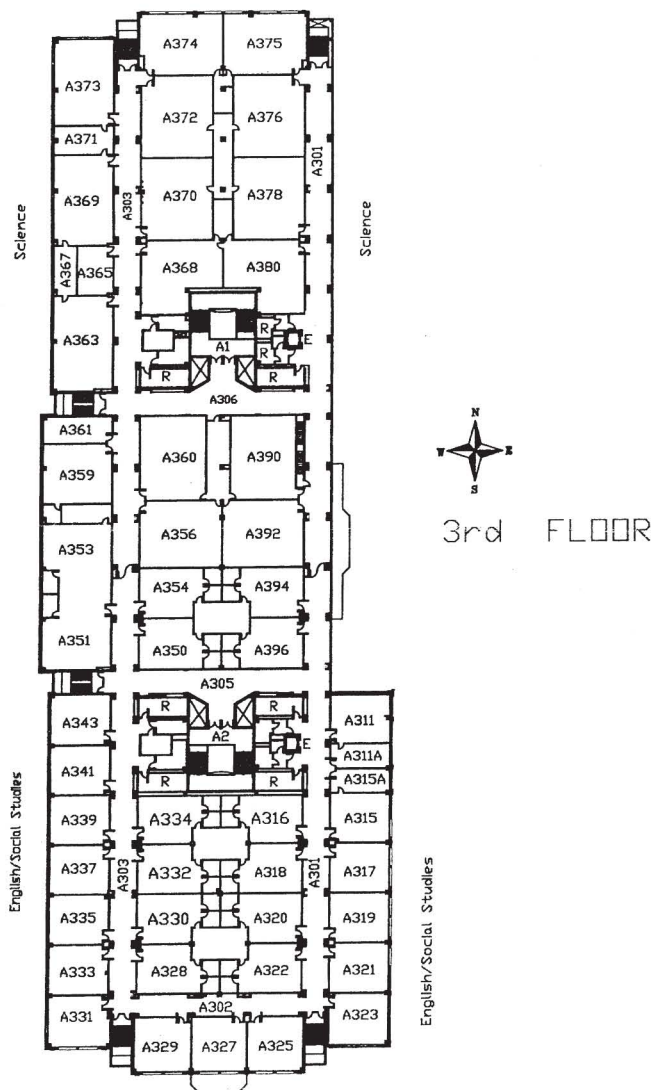
- C120 Reception/Attendance
- C121-124 Administration
- C130 College & Career Ctr.
- C140-148 Pupil Personnel Services
- C149 Police Liaison
- C150 Courtyard Commons
- C151 Student Council
- C154 Health Services
- C160 Cafeteria
- C169 Faculty Dining
- C170 Auditorium
- C171 LAC
- C175-177 Instructional Classm.

- C178 English Classroom
- C180 Scene Shop
- C181 Bookstore
- C183 Yorkshire Theatre
- C184 Dressing Room
- C192 Women's Lockers
- C194 Aquatic Ctr. Office
- C195 Men's Lockers
- C196 Aquatic Center
- C199 Receiving

SPORTS BUILDING

- S110 South Gym
- S112 Coaching Office
- S113 Athletic Director

- S114 Athletic Dept. Office
- S115 Coaching Office
- S121 Fitness Center
- S121A Fitness Center Office
- S121B Cardio Training Room
- S124/125 Driver Ed
- S127 Training Room
- S130-131 Men's Lockers
- S132 Physical Ed. Office
- S133 Men's Faculty Lockers
- S135 Women's Fac. Lockers
- S136-137 Women's Lockers
- S140 Green & White Gym
- S150 Field House



3RD FLOOR ROOM NUMBERS

ACADEMIC BUILDING

A311 English
A311A Publications Lab
A315 English
A315A Publications Lab
A316-323 English/S.S.
A325 English/S.S.
A327-335 English/S.S.
A337 English/S.S.
A339 English/S.S.
A341 English/S.S.

A343 English/S.S.
A350 English/S.S.
A351 English Faculty
Offices
A353 S.S. Faculty Offices
A354 English/S.S.
A356 Physical Science
A359 Science Faculty
Offices
A360 Physical Science
A361 Science Resource
A363 AP Biology
A368 Physics
A369 Biology
A370 AP Chemistry
A372 Chemistry
A373-375 Biology
A376 Chemistry
A378 Chemistry
A380 Physics
A390 Physical Science
A392 Physical Science
A394 English/S.S.
A396 English/S.S.

LOWER LEVEL/ SPORTS BUILDING

Student Equipment Checkout
Athletic Equipment Room
District Warehouse

[illegible]