

The provisions of the handbook are not to be considered as irrevocable contractual commitments between the school and the student. Rather, the provisions reflect the current status of the rules, practices, and procedures as currently applied and are subject to change.

BREMEN COMMUNITY HIGH SCHOOL DISTRICT 228 WELCOMES STUDENTS AND PARENTS

**BREMEN DISTRICT 228
ADMINISTRATIVE CENTER
15233 PULASKI ROAD
MIDLOTHIAN, IL 60445
(708) 389-1175
www.bhsd228.com**

**BREMEN HIGH SCHOOL
15203 PULASKI ROAD
MIDLOTHIAN, IL 60445
MAIN OFFICE: (708) 371-3600**

**HILLCREST HIGH SCHOOL
17401 PULASKI ROAD
COUNTRY CLUB HILLS, IL 60478
MAIN OFFICE: (708) 799-7000**

**OAK FOREST HIGH SCHOOL
15201 S. CENTRAL AVENUE
OAK FOREST, IL 60452
MAIN OFFICE: (708) 687-0500**

**TINLEY PARK HIGH SCHOOL
6111 WEST 175TH STREET
TINLEY PARK, IL 60477
MAIN OFFICE: (708) 532-1900**

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Dear Parents and Students:

Welcome to the 2018-2019 school year! The mission of Bremen High School District 228 is to provide each student with core values, knowledge, and skills in order to thrive in our diverse world. We have established many policies and procedures designed to enhance everyone's pursuit of this mission.

This handbook has been prepared to assist you in gaining the information necessary to succeed in your mission and avoid some serious pitfalls. I urge you to use this handbook as a handy reference guide throughout the school year. As always, if you have any specific questions regarding any of these policies and procedures, please do not hesitate to call the school and they will be sure to answer those questions promptly.

Have a great year.
Bill Kendall
Superintendent of Schools

BREMEN COMMUNITY HIGH SCHOOL DISTRICT 228

BOARD OF EDUCATION

Mrs. Kristine Resler, President
Vice-President
Mrs. Evelyn Gleason, Secretary
Mr. Larry Canning
Mr. Mark Johnson
Mrs. Leslie Jones
Mrs. Kim Kampwirth

ADMINISTRATION

Dr. William Kendall, Superintendent
Dr. Daniel Goggins, Assistant Superintendent – Personnel
Dr. Corinne Williams, Assistant Superintendent for Teaching & Learning
Ms. Jamie Bonnema, Public Relations Specialist
Mr. Jim Boswell, Director of Technology
Ms. Lisa Giglio-Byczek, Director of Special Education Services
Mr. Terry Masterson, District Facilities Manager
Ms. Brittany Morrison, Business Manager/CSBO
Mr. Jeff Staley, Data Systems Manager
Ms. Tiffany Taylor, Administrative Assistant to the Superintendent

DEPARTMENT SUPERVISORS AND DISTRICT COORDINATORS

Career & Technology Education	Dr. April Nykaza
Career Readiness	Ms. Renee Mack
English	Mr. Tom O'Shea
Fine Arts	Ms. Jennifer Reid
Instructional Materials Center	Ms. Mary Rose Bernas
Mathematics	Ms. Kelli Lattyak
Physical Education	Ms. Terri Schrishuhn
Science	Ms. Vivian Turek
Section 504 Coordinator	Dr. Daniel Goggins
Social Studies	Mr. Colin Milton
Special Education Coordinator	Ms. Jacki Frederking
Special Education Director	Ms. Lisa Giglio-Byczek
Special Education Coordinator for Curriculum & Instruction	Mr. Mike Boniface
World Languages/ELL Coordinator	Ms. Maureen Miller

BREMEN HIGH SCHOOL ADMINISTRATION

Dr. David Kibelkis, Principal
Mr. Matt Meany, Associate Principal
Ms. Jessica Rucinski, Assistant Principal for Teaching & Learning
Mr. Edward Sterling, Assistant Principal for Student Services
Mr. Eric Washington, Athletic Director
Ms. Keri Larson, Assistant Athletic Director
Mr. David Curtin, Ms. Michele Jurgens and Mr. Otis Lane, Deans

School Song:

Red and gray, we are loyal to you, always by your side.
 To our alma mater we'll always be true
 With colors flying high.
 On the field, on the track, and the floor
 True blue Braves are we.
 Brave in the battle and fair in the fight
 For Bremen victory. (Indian Interlude) (Repeat last four lines.)

School Colors: Red & Gray
Newspaper: Echo
Team Name: Braves
Magazine: Oracle
Yearbook: Arrow

DAILY SCHEDULES – ALL STUDENTS			
BREMEN & TINLEY PARK			
1 st	7:00 a.m.	-	7:55 a.m.
2 nd	8:00 a.m.	-	8:55 a.m.
3 rd	9:00 a.m.	-	9:55 a.m.
4 th	10:00 a.m.	-	10:55 a.m.
5 th	11:00 a.m.	-	11:55 a.m.
6 th	12:00 p.m.	-	12:55 p.m.
7 th	1:00 p.m.	-	1:55 p.m.
8 th	2:00 p.m.	-	2:55 p.m.
HILLCREST & OAK FOREST			
1 st	7:15 a.m.	-	8:10 a.m.
2 nd	8:15 a.m.	-	9:10 a.m.
3 rd	9:15 a.m.	-	10:10 a.m.
4 th	10:15 a.m.	-	11:10 a.m.
5 th	11:15 a.m.	-	12:10 p.m.
6 th	12:15 p.m.	-	1:10 p.m.
7 th	1:15 p.m.	-	2:10 p.m.
8 th	2:15 p.m.	-	3:10 p.m.
September 14	Midterm		
October 19	First Quarter Ends		
November 16	Midterm		
December 19, 20 & 21	Semester Exams		
December 21	Second Quarter Ends		
February 1	Midterm		
March 8	Third Quarter Ends		
April 18	Midterm		
May 28, 29 & 30	Final Exams		
May 30	Fourth Quarter Ends		

DISTRICT CALENDAR	
August 16 & 17	Teacher Institute Days
August 20	Opening Day for Freshman
August 21	Opening Day for All Students
September 3	Labor Day-No School
September 12	School Improvement Day
October 4	Parent/Teacher Conferences
October 5	Teacher Institute Day
October 8	Columbus Day-No School
October 10	School Improvement Day
November 12	Veteran's Day-No School
November 21	School Improvement Day
November 22	Thanksgiving Day-No School
November 23	No School
December 21	School Improvement Day
DECEMBER 24 – JANUARY 4 ----WINTER BREAK	
January 18	Teacher Institute Day
January 21	Martin Luther King's Birthday-No School
January 30	School Improvement Day
February 11	Parent/Teacher Conferences
February 12	Lincoln's Birthday-No School
February 20	School Improvement Day
March 4	Casimir Pulaski Day-No School
March 13	School Improvement Day
MARCH 25 – MARCH 29 ----SPRING BREAK	
April 9	School Improvement Day
April 19	School Holiday
April 22	School Holiday
May 27	Memorial Day-No School
May 30	Last Day of School
May 30	School Improvement Day

INFORMATION DIRECTORY			
Absence	Attendance Office	Discipline	Attendance Office
Activities	Assistant Principal/ Activity Director	Facilities Use/Rental	Main Office
Athletics	Athletic Director	Fees/Financial Matters	Main Office
Booster Club	Athletic Director/ Activities Director	ID Cards	Main Office
Bus Information	Attendance Office	Health Services	Nurse's Office
Classroom	Teacher/Counselor	Lockers	PPS/Student Services
Curriculum & Instruction (Business, Family & Consumer Science, Industrial Tech, Math, Science)	Associate Principal	Lost Items	PPS/Student Services
Curriculum & Instruction (English, Fine Arts, World Language, Social Studies)	Assistant Principal	Parking Stickers	PPS/Student Services
		Report Cards	Counselors
		Stolen Items	Attendance Office
		Transcripts	Student Services (PPS Office)
		Visitors	Main Office
		Work Permits	Main Office

GENERAL SCHOOL PROCEDURES

REGISTRATION

Students transferring from other schools and/or re-entering students must begin the enrollment process in the main office by completing the district residency and guardianship verification procedures.

RESIDENCY

Any individual of high school age who wishes to enroll in a district school must abide by the rules regarding residency stated in Section 10-20.12b of the Illinois School Code. Pupils must reside with a natural or adoptive parent who has been granted "legal custody" of the pupil. "Legal custody" must have been conferred by order of a court of competent jurisdiction upon the adoptive parent or guardian with whom the pupil resides for reasons other than to have access to the educational programs of the district. Only resident pupils of the school district may attend district schools without payment of tuition required to be charged as stated in Section 10-20.12a.

If a school board determines that a pupil who is attending school in the district on a tuition free basis is a nonresident of the district for whom tuition is required to be charged under Section 10-20.12a, the board shall notify the person who enrolled the pupil regarding the nonresident pupil's attendance in the district's school. The person who enrolled the student in violation of the residency regulations will be held legally responsible for the payment of the tuition fee.

A person, who knowingly or willfully presents or assists another person to present to a school district any false information regarding the residency of a pupil for the purpose of enabling that pupil to attend school in the district without payment of a nonresident tuition charge, shall be guilty of a Class C misdemeanor. The district will prosecute these individuals.

These rules are enforced to protect district taxpayers. Please call your school with any questions.

FEES

Textbooks used by the students are offered on a rental basis. The registration fee also includes physical education locks, towels, ID cards, and the student newspaper. All fees are payable at registration prior to the opening of school. During the school year fees can be paid in the main office at each school. The district participates in the free loan of textbooks for families who qualify. Since books are issued on a rental basis, it is advisable to use them carefully and refrain from writing in them. A fine is assessed for damage to or loss of books and locks.

The Fees are as follows:

Registration Fee	\$300.00
Technology Fee	\$75.00
From November 1 st to the end of the 1 st Semester	\$275.00
Anytime during 2 nd Semester	\$250.00

These Fees Include the Non-Refundable – Lab/Workbook Fees of \$125.00

Refunds for student withdrawal will be Issued according to the following schedule:

In September or October	\$100.00
From November 1 st to the end of the 1 st Semester	\$75.00
From the beginning of the 2 nd Semester to March 1 st	\$50.00
After March 1 st	No Refund

THERE WILL BE NO FEE REFUNDS FOR EARLY GRADUATES

Bus Fees

Students who enter:

In September or October pay the full amount	\$150.00
From November 1 st to the end of the 1 st Semester	\$125.00
From the beginning of the 2 nd Semester to March 1 st	\$75.00

Students who officially withdraw:

In September or October	\$100.00
From November 1 st to the end of 1 st Semester	\$62.50
From the beginning of the 2 nd Semester to March 1 st	\$37.50
After March 1 st	No Refund

THERE WILL BE NO FEE REFUNDS FOR EARLY GRADUATES

STUDENTS WITHDRAWING ARE NOT ELIGIBLE FOR REFUNDS OF STUDENT INSURANCE

All seniors must pay a cap and gown fee of \$20.00 at registration. Additional fees may be assessed for specific courses. In courses requiring supplemental books/workbooks to be issued to individual students as their own personal property, a fee will be assessed to reimburse the district for the cost of the books/workbooks. In courses requiring material to be issued to individual students for their personal use, a fee may be assessed to reimburse the district for the cost of such material. The possibility of this additional fee should not hinder students from taking a course of particular interest to them. The cost of any projects over and above this basic requirement will be at the student's expense. Students and parents alike should be aware of this possible fee assessment. If there is a question about additional fees in a given course, please check with the main office.

The state of Illinois reimburses the school district for part of the bus transportation costs for students who live more than 1.5 miles from school. Those who live less than 1.5 miles and desire bus transportation will pay a \$150.00 fee for this service.

FINES AND OUTSTANDING FEES

All fines and fees are to be paid through the main office of each school.

TRANSFER AND WITHDRAWAL

When a student finds it necessary to drop or transfer from a school in Bremen Community High School District 228, the following steps should be taken:

1. The student should first notify the office of his intentions. He/she will be given a District Withdrawal Form which he/she will have signed by his parent or guardian only and returned to the main office. The signature will be verified by presenting a valid form of identification.
2. Upon receipt of the withdrawal form, the student will be given a Permit to Leave School form. This form along with all books and school materials must be taken to individual teachers for their signature. The form must also be signed by appropriate personnel in the attendance office, guidance office, nurse's office, and IMC and returned to the main office.
3. When a student transfers to another school, he/she should take the latest copy of his report card, an ISBE Student in Good Standing Transfer form, medical records and if appropriate, any IEP records to the new school. The receiving school will require a transcript of the student's grades and other pertinent information, and this will be sent directly to the receiving school. Official transcripts will only be issued when all fines and fees are paid.

Students who withdraw in lieu of expulsion will not participate in school activities.

EQUAL OPPORTUNITY/SEX EQUITY GUIDELINES

District 228 embraces the overall policy of hiring, training, promoting, and releasing personnel without any form of discrimination. The plan shall be carried out in terms of relations with students, employees, parents, citizens, and those with whom the school conducts business. Equal opportunities and equal treatment will be extended to all, and there will be no preferential treatment to persons on the basis of race, color, national or ethnic origin, age, gender, creed, disability, political affiliation or beliefs. District 228 offers vocational education programs/courses without regard to race, color, national origin, gender, age, or disability. Questions in reference to educational opportunities for persons challenged by disabilities may be directed to the Section 504 Coordinator (see page 2). All other equity issues should be directed to the principals, who act as Title IX and Title VI Coordinators (see page 2).

District 228 strives to create and maintain a work/learning environment free from harassment of any nature, including sexual harassment. In implementing this policy, the district recognizes that harassment is a form of discrimination and as such is subject to state and federal regulations.

STUDENT/PARENT GRIEVANCE PROCEDURE

Any student or parent claiming a legitimate grievance may appeal for redress by following the procedure below:

1. The student or parent should discuss the matter with the person directly responsible for the grievance within ten school days.
2. If no satisfaction is attained, the matter should be directed to the appropriate area listed in the Information Directory in this handbook within five school days.
3. If step one and two provide no satisfaction, the building principal or his designee should be contacted within five school days.

Persons appealing grievances should remember that in steps two and three, the person may be unaware of the situation at issue. Courtesy should be observed by all parties.

VISITORS

All visitors must enter through the visitors' entrance and sign the register provided to obtain a visitor's pass. *Proper identification is required to enter the building.* Passes will not be issued to students from other schools. Students are not permitted to bring visitors into the buildings during the school day without the approval of the appropriate administrator at least three days in advance. Visitors are not permitted to use District 228 transportation services. Persons violating this regulation will be requested to leave the building immediately and provide their own transportation. Persons entering the high schools without passes or proper authorization will be considered trespassers and will be subject to police action.

ANNOUNCEMENTS

Each day announcements are communicated to students and staff. Occasionally, student organizations will have information that they would like to have conveyed to the student body. These announcements must be put on a daily announcement form and signed by a faculty sponsor or teacher.

SALES BY STUDENTS

Students are forbidden to sell candy or other items without authorization from a recognized club or organization and approval from the activity director.

POSTERS AND BULLETINS

To insure neatness and proper care of school property, no posters or bulletins may be placed in the hallways unless they are approved by the activity director. These items may be mounted at designated areas only, using masking tape. Any outside organization that is not a sanctioned school club or activity must submit posters, bulletins or other literature to the principal/designee.

LOCKERS

During registration, each student will be assigned to a hall locker. Students are expected to keep their books, coats and other personal items in the locker to which they are assigned. Students are not permitted to trade lockers or keep their belongings in any locker not assigned to them. It is each student's responsibility to see that his locker is kept neat and clean throughout the school year. Periodic locker checks will be made. Lockers are school property and may be opened by school officials. Only locks provided by the school may be used. Personal padlocks may be cut off by school officials. Broken or damaged locks should be reported to the main office. P.E. locker assignments and locks are handled by P.E. teachers through the Athletic Office. Students who deface lockers will be subject to disciplinary action and/or a fine. Personal belongings are not covered by school insurance. Valuables should be left at home. Lockers should be checked for security after each opening. ***STUDENTS SHOULD NOT DIVULGE THEIR LOCKER COMBINATIONS TO OTHER STUDENTS.***

SCHOOL CLOSING

In the event that it becomes necessary to close school due to weather or other emergency conditions, District 228 will notify the city news bureau, which will notify the radio stations listed below. News of school closings will then be broadcast by these radio stations: WMAQ 670, WGN 720, WCGO 1600, WBBM 780, AND WBBM-FM 960 or log onto our website at www.bhsd228.com. In addition, efforts will be made to contact students and families through a global phone message. Please be certain to update your contact information as needed.

SAFETY AND EMERGENCY PROCEDURES

Periodically, fire drills, disaster drills and bus evacuation drills will be scheduled. These drills are important and all instructions should be followed carefully so students will know what to do in case of an actual emergency. In case of a fire drill, students should follow the directions listed on the fire exit signs posted in each classroom. All other drills will be explained on the P.A. system or by the teacher. The district also has a written plan to follow in the event that the staff and students need to respond to a crisis situation or a catastrophic event.

SECURITY CAMERAS

To increase security on each campus, the district has installed video cameras to survey the parking lots and other campus areas. The purpose of using these cameras is to provide improved supervision of the daily activities on the grounds of each school campus and to provide a safer environment for students, staff and visitors on each campus.

ADDRESS CHANGES

When a student changes telephone number or residence, the main office should be contacted immediately. Any change of address must be verified by appropriate documentation. These changes may be handled during regular school hours.

WORK PERMITS

The State of Illinois has set up the following requirements for minors wishing to work. Before being issued a work permit, a student over 16 years of age must present (1) a statement from his employer stating the type of work for which he is employed; (2) a copy of his birth certificate; and (3) a statement from his parents giving permission to work. A student under 16 years of age must present (1) a statement from his employer stating the type of work and hours for which he is employed; (2) a copy of his birth certificate; (3) a statement from a physician stating he is physically able to work; and (4) a statement from his parents granting permission to work, before he will be issued a work permit. These documents should be brought by the student to the school's main office where work permits are issued. No student under the age of 14 may receive a work permit, except caddies.

HOLIDAY TRIPS

During school breaks throughout the year, individual faculty members may offer holiday trips. These are strictly private ventures by faculty members. They are not under the jurisdiction of the District 228 schools.

TELEPHONE CALLS AND EMERGENCY MESSAGES

Since students must be in class in order to learn most effectively, attendance office personnel will not deliver phone messages for students during class time. Students may not use cell phones to make or receive calls during regular school hours. Only emergency medical messages will be delivered to students if called in by a parent or legal guardian. Students will not be taken out of class to come to the phone for a message.

PASSES WILL NOT BE ISSUED TO USE THE TELEPHONE EXCEPT BY THE ATTENDANCE OFFICE IN AN EMERGENCY SITUATION.

STUDENTS, PUBLICITY, AND MEDIA RELATIONS

District 228 students may, on occasion, be photographed, videotaped, and/or interviewed by District 228 staff members, other students, District 228 parents or other individuals. The names, work, photographs, videos, and/or interviews of students may be used in various publications including, but not limited to, yearbooks, newspapers and newsletters, District 228 publications, presentations at professional conferences and Board of Education meetings, district television productions, and outside publications and productions, including newspapers, magazines, television and websites.

PARENTAL PERMISSION

1. District/School Use

The district/school may use the name, work, photograph, videotape or interview of a student in district publications. This includes permission to use a child's recognizable photograph, videotape, name or interview on the District 228 website. Parents may elect to prohibit use of their child's name, work, photograph, videotaped image, and interview in District 228 publications and productions, by written request to the building principal.

2. Out of District

District 228 limits access to school buildings and grounds by outside reporters and photographers, and other out-of-district news media. Under appropriate circumstances, as determined by a building administrator, media representatives may interview, photograph, and/or videotape students. In order for District 228 to grant permission to outside individuals to photograph, videotape, and/or interview a student or to use a student's work, one of the student's parents or guardians must have signed the general consent form, which is valid for one school year. This consent form is included in the Parent Handbook Receipt Form that all parents must return. Parents may elect to prohibit use of their child's name, work, photograph, videotaped image, schoolwork, and interview in outside publications and productions. Please be advised that District 228 does not control the news media or other entities that may publish a photograph, videotaped image, or interview of a student in school buildings or on school grounds. (District 228 will not grant specific permission to use a student's photograph, videotape, name, work, or interview on a Web site. Parents/guardians must understand, however, that some newspapers and magazines may include information from their publications on their own websites.)

NOTICE OF PESTICIDE AND LAWN CARE PRODUCTS APPLICATION

Any parent or guardian of a student may request to receive a written notice before any pesticide or lawn care product other than an antimicrobial agent such as a disinfectant, or an insecticide or rodenticide bait, is used in a school building or on school grounds. Parents or guardians requesting written notice must submit such a request in writing to the Facilities Manager, 15233 Pulaski Road, Midlothian, IL 60445. Notice will be given at least two business days in advance. Notice may be given to the individual person who requests it or to all parents and guardians through newsletters, bulletins, calendars or some other general correspondence.

STUDENT SERVICES – PUPIL PERSONNEL SERVICES (PPS)

COUNSELORS

Each student is placed with a counselor who will continue to serve the student until graduation. This makes it possible for each student to have a close, continuing relationship with his counselor. This relationship between student and counselor is of great value in making the guidance program effective. Counselors are ready to counsel with students and parents about educational, vocational, behavioral and personal issues. Students and parents are encouraged to take advantage of the counseling services.

SCHOOL PSYCHOLOGIST

The psychologist is responsible for diagnostic testing and evaluation for appropriate academic placement of students referred for special services. The psychologist also serves as a consultant to the student services staff.

SOCIAL WORKER

The social worker teams with other student services staff members to help solve a variety of concerns. Among the issues social workers address are family problems, social and emotional adjustments, referral to other social agencies, and crisis intervention. The social worker can be contacted through the student services office.

SPEECH THERAPIST

The speech therapist screens students to identify those who need therapy for speech disorders. Parents are notified when speech therapy is recommended for their child.

SCHOOL NURSE

The school nurse is available on a full-time basis to assist students with their health problems. If students have questions concerning their health, they should make arrangements to see the nurse. However, the student should remember that there are appropriate times to see the nurse and certain procedures to follow.

DEANS

The deans have dual responsibilities, attendance and discipline. Each dean is responsible for all students within their assigned segment of the student population. However, any dean may discipline any student for infractions of the school rules. Students with severe behavior and attendance problems will be referred to the dean by teachers, counselors or administrators. The referral is discussed with the student, and the evaluation and disposition are made by the dean utilizing all pertinent information.

SPECIAL EDUCATION COORDINATOR

The Special Education Department is purposed to meet the needs of students identified as eligible for special education services. While the general nature and content of the curriculum is designed to conform with the graduation requirements of Bremen District 228, the specific levels of instruction, materials, and strategies are selected to meet the individual learner's needs, consistent with his/her Individualized Education Plan (IEP). Whenever appropriate to the learner's needs, he/she is enrolled in general education rather than special education courses. During the Junior and Senior year, considerable emphasis is placed upon developing an appropriate, post-secondary plan for each special education student. The special education program provides a wide range of related services to support the learner (e.g., speech language, occupational and/or physical therapy, social work, psychological services, counseling and health services). Innovative approaches are incorporated in a structured, positive environment to support each student in meeting his or her Individual Education Plan (IEP) goals and objectives. District 228 provides a full continuum of services ranging from consultation to placement in residential settings.

DEFINITIONS

The school year consists of two semesters. Each semester is divided into two quarters for reporting grades to parents. In addition, there are evening school and summer school programs. A credit is earned by the satisfactory completion of two semesters in a course which meets daily for one period and requires outside study. A prerequisite is a course(s) and/or other criteria which must be completed before certain other courses may be taken.

PUPIL LOAD

The general rules for course selection are as follows:

1. Students must register for five courses plus physical education for a total of six courses, and must be in attendance for a minimum of 300 minutes, excluding lunch.
2. Students must have a "C" average (3.0 GPA) for a seventh course request in addition to parent permission. Participation in band and chorus will not be limited by grade point average.

3. Once courses are selected, these courses will not be changed unless the course is inappropriate for the student. After the first two weeks, any withdrawal requires the authorization of the principal. Course changes will not be made to accommodate choice of teacher or to allow early dismissals, which are not required by career cooperative programs.
4. To achieve sophomore standing, a student must have earned six credits; a junior must have earned 12 credits (this does not include the credit earned for attending Summer Academy); and a senior must have earned 18 credits. As of August 8, 2004, Illinois requires all students to take a college and career readiness test in order to graduate from high school.
5. For some courses, like advanced levels of mathematics, science and world languages, industrial technology, fine arts, family and consumer science and English, enrollment in one of our four high schools may be insufficient to offer the course. In order to allow students to take this course, students from two, three or even four schools may be combined to form a section. Often this course is offered as a district course to allow maximum enrollment. Your counselor will tell you if you are enrolled in such a course.
6. Students may take one elective per semester as pass/grade. Core courses, which are identified as English (excluding electives), math, science (excluding electives), and social studies (excluding electives), honors courses, and A.P. courses must be taken for a letter grade. Students must receive an A, B or C for the pass option; any grade lower than a C will become a grade. Performing music and physical education may be taken as pass/grade in addition to the one elective per semester. Students should meet with their counselors to obtain a list of approved elective courses and a Pass/Grade form. The Pass/Grade form must be completed within the first two weeks of school.

SPECIAL EDUCATION SERVICES

If a parent is concerned that a child may need special education services, the parent should contact the Assistant Principal for Student Services in the PPS office.

ADVANCED PLACEMENT

Students who have done well academically should consider enrolling in Advanced Placement. These courses are college-level courses and give students a head start on their college years. The district expects that participation in an Advanced Placement course, which includes the end of the year College Board Exam, will benefit students as they prepare for post-secondary studies. Students who take the Advanced Placement Examinations may receive college credit while in high school. The Advanced Placement Examination fees (approximately \$92.00) will be collected in February.

WEIGHTED GRADES

Advanced Placement and honors courses receive a higher number of grade points than those subjects classified as regular or essential. Beginning with the class of 2013 and all subsequent classes to follow, any student who does not take the Advanced Placement Exam at the conclusion of his/her coursework will NOT receive the AP weighted credit for that course. Instead, the student will receive the weight equivalent to an honors course. In calculating rank, an "A" in an Advanced Placement course will be weighted as 6.4 points; honors courses will be 6 points; regular courses will be 5 points; and those classified as essential will be awarded 4 points. Class rank will be calculated at the end of each semester. In each course description, the level and weight of the grade is listed in the "Credit" section. The district encourages eligible students to take additional courses, but in student comparisons, additional courses may affect the overall student GPA. Senior awards are based on seventh semester ranking.

REPORT CARDS

Report cards are issued four times per year and are available on our website through the Parent/Guardian Portal. A parent or guardian may also request the report card to be mailed to their home address. These grades represent a progress report and parents can expect the information approximately ten days to two weeks after the end of each grade period. When requesting a copy of the report card to be mailed, the request should be made at least two weeks before the end of the grading period. Refer to the calendar in the front of this book for grade period dates.

Report cards reflect different types of important information, including grade point average (GPA), class rank and attendance records. Class rank and GPA are figured on semester report cards only. If you have any questions concerning report cards, please call the counselor.

DISTRICT 228 USED THE FOLLOWING GRADING SYSTEM

A	EXCELLENT	P	PASSED*
B	GOOD	F	FAILURE*
C	AVERAGE	I	INCOMPLETE
D	POOR	W	WITHDRAWN
E	FAILURE	W/F	WITHDRAWN/FAILING

*Used for Pass/Grade only – A student must earn an A, B or C grade to receive a “Pass.” A student earning less than a C- will receive the letter grade.

HONOR ROLL

Honor rolls will be announced following the completion of each nine-week grading period. Honor roll is NOT based on weighted grades. This allows students from all ability groupings to attain honor roll standing when they achieve the highest grade possible at their level. The pass/grade option will affect honor roll status if a student receives a grade of “D”, “E” or an “F”. Only students carrying six or more credit courses as full time students will be considered for the honor roll. The honor roll is divided into three categories:

HONORS WITH DISTINCTION	4.0
HIGH HONORS	3.99 TO 3.5
HONORS	3.45 TO 3.0

The honor roll will be figured on 4 point (A=4, B=3, C=2, D=1, E=0) grade point average, and students cannot be placed on the honor roll if they receive a “D”, an “E”, or an “F”. Honor roll status is calculated by using grades from the first quarter, the first semester, the third quarter and the second semester.

MIDTERM DEFICIENCY REPORTS

Midterm deficiency reports are issued and available on the Parent/Guardian Portal for below average performances at the midpoint of each quarter grading period. The following is an explanation of the midterm deficiency:

D	DOING POOR WORK
E	DOING FAILING WORK

Parents are encouraged to discuss the report with the student and to contact the teacher if they have questions. A teacher will not issue a midterm deficiency report to students who have demonstrated satisfactory performance at the time the report was determined. In order to receive a passing grade at the quarter, a student must continue his satisfactory performance for the entire quarter.

PARENT-TEACHER CONFERENCES

Parents should feel free to contact teachers by voicemail or e-mail at www.bhsd228.com if they have concerns about a student's progress. If a conference is necessary parents should contact the student's counselor. Conferences will generally be held before or after school.

TRANSCRIPTS

Copies of transcripts with all-important information about a student's school career are available in the PPS office. Copies are provided free of charge to current students upon the receipt of a signed records release form, also available in the PPS office.

GRADUATION REQUIREMENTS

District 228 has two sets of graduation requirements. The Regular Curriculum fulfills all state requirements for graduation. Approximately 80% of all seniors fulfill the Regular Curriculum and receive the regular diploma.

The Challenge Curriculum requires two additional credits in high school foreign language. Successful completion leads to the challenge diploma.

In order for a student to receive a regular diploma, he/she must have taken the Prairie State Achievement Exam (PSAE) or equivalent state assessment.

To participate in commencement exercises, a student must have earned the total credits noted below and have met all graduation requirements.

REGULAR CURRICULUM

English	4 credits
Mathematics	3 credits (1 credit must be in Algebra and 1 credit in Geometry)
Science	3 credits
Social Studies	3 credits (1 must be in American History, and pass the Constitution Exam,
Physical Education/Health	4 credits (Pass Health and a course with a Personal Wellness component)
Economics	½ credit
Microcomputers	1 credit (Digital Literacy & Personal Finance beginning with Class of 2019)
Electives/Career Electives	<u>3 ½ credits</u>
Total credits needed for graduation	<u>22 credits*</u>

CHALLENGE CURRICULUM

English	4 credits
Mathematics	3 credits (1 credit must be in Algebra and 1 credit in Geometry)
Science	3 credits
Social Studies	3 credits (1 must be in American History, and pass the Constitution Exam)
World Languages	2 credits (Must be attained in high school)
Physical Education/Health	4 credits (Pass Health and a course with a Personal Wellness component)
Economics	½ credit
Microcomputers	1 credit (Digital Literacy & Personal Finance beginning with Class of 2019)
Electives/Career Electives	<u>3 ½ credits</u>
Total Credits Needed for Graduation	<u>24 credits*</u>

* All students must take six courses each school year for a total of 24 courses.

EARLY GRADUATION

Students requesting early graduation (seventh semester seniors) or juniors requesting graduation after three years must submit a letter signed by both the student and his parents to the Principal. The student must submit this letter by December 1. In addition, the student must schedule a conference with his counselor. No action on the request will be taken until after the conference is held with the counselor. All students interested in early graduation must consult with their counselor early in the year of graduation.

PHYSICAL EDUCATION CREDIT

Students will be required to pass four years of physical education:

1. If a transfer student comes from a school where physical education was not required or available, said student will not be required to make up the time missed.
2. If a student fails physical education he will be required to make up the credit required.
3. A student may not take two periods of physical education in any one semester unless it is during the senior year and the credit is needed for graduation. **Requests may be denied if the class size exceeds recommendations.**
4. Students will not automatically be excused from physical education for medical reasons. Students having medical restrictions will be required to secure a note from a physician with specific limitations and the actual length of time. If the medical excuse is for less than a full semester, the student will work through his teacher and complete written work as assigned. Students excused for a full semester or full year will have the requirement waived for that semester or year.
5. Freshman and sophomore students, on an individual basis, may be excused from physical education for first semester only if the student is enrolled in Marching Band (Beginning Band, Intermediate Band, or Concert Band). During the second semester, the student must return to physical education. The students must also meet all eligibility requirements contained on the form entitled "Request for Academic/Marching Band/Athletic Exemption from Physical Education."
6. Junior and senior students, on an individual basis, may be excused from physical education by enrolling in a semester or full year course for the following reasons:
 - a. The student needs to enroll in an extra class which is an entrance requirement for a college/trade school/other institution he/she wishes to attend.
 - b. When participating in inter-scholastic athletics, a student may be excused (one sport – semester course; two or more sports-full year course).
 - c. When participating in Marching Band, a student may be excused for the school year if enrolled in Concert Band.
 - d. The student needs to take a required course which he/she previously failed to complete or just transferred into the district and needs the additional course for graduation. The student must also meet all eligibility requirements contained on the form entitled "Request for Academic/Marching Band/Athletic Exemption from Physical Education."

- Eleventh and twelfth grade students may request to be excused from engaging in physical education for the above reasons by filling out a Physical Education Exemption Request form. This request form can be acquired in the PPS office of your school.

PHYSICAL EDUCATION UNIFORM PROCEDURE

All students enrolled in active physical education class will be required to dress in a proper school physical education uniform. Failure to dress in an appropriate, required uniform will result in a daily deduction. Continued non-dress practices may result in future deductions, disciplinary consequences and parent contact.

PHYSICAL EDUCATION MEDICAL DAYS

A written request from a parent to the physical education teacher will excuse a student from active participation because of illness for a maximum of two (2) days during a nine week grading period. Additional medical days will require a doctor's written statement, containing specific limitations and the actual length of restricted time, presented to the school nurse. Medical statements not indicating a specific length of time or indicating "until further notice" will expire in 30 days. At that time, the student must renew the physician's written excuse or obtain a medical release to return to active participation. Insufficient medical documentation will result in unexcused absences. All doctors' statements are required at the onset of the medical restriction. Students must make up work for all days missed due to excused absence or medical.

DRIVER EDUCATION

Any student enrolled in behind-the-wheel driver education instruction must have passed eight semester hours of credit during the two previous semesters.

STUDENT TEST SCORES AND RECORDS

All incoming freshmen will be given achievement tests before placement in classes. The meaning of the test scores, in relation to the school curricula, is then discussed by a counselor, the student, and the parents. With this realistic approach, a satisfactory plan for a four-year course of study may be reached. As the student progresses in high school, more information and data are collected and added to his personal record which is kept in his counselor's confidential file in the PPS office. During the student's high school years, his cumulative record is used by the counselor with the student, the parents, or his teachers. The information in this folder then becomes the basis for recommendations and other application data for admission to college, training school, or employment.

STUDENT RECORDS REVIEW

In accordance with the provisions of the Illinois School Student Records Act (ISSRA), granting to each particular parent of a student (if a student is age 18 or older, all rights herein apply to the student and not to his parents) in the school district certain rights with regard to the records of students maintained by the school district, each parent is advised as follows:

- Directory information is often made public by the school district in its normal procedures. Any parent who wishes such information not to be made public shall, within ten (10) days of the start of school, file a written request with the principal stating that any or all of the following may not be released without their consent, including the student's name, address, gender, parent or guardian's name, address, and telephone number, student's birth date and place, grade level, major field of study, periods and dates of attendance, previous school attended, diplomas and honors, participation in activities and sports, awards, weight and height of athletic team members, yearbook and newspaper pictures.
- The school district maintains permanent and temporary educational records relating to students. Permanent records are kept for 60 years. Temporary records are destroyed after a designated period of time. Destruction of regular education records occurs five years after graduation. Special education records are destroyed five years after termination of special education services. These records consist generally of the following types of information:

- | <u>PERMANENT</u> | <u>TEMPORARY</u> |
|---|--|
| a. Directory Information | a. I.Q. and Achievement Test Data |
| b. Academic Transcript | b. Psychological Data –Family/Social History |
| c. Graduation Status | c. Disciplinary Records |
| d. Transfer Information | d. Counseling Records |
| e. Ninth Grade Physical
Nurse's Health Record
Doctor's Notes
Pertaining to Accidents | e. Activities and Awards |
| f. Attendance | |

3. Each parent (if the student is age 18 or older, all rights herein apply to the student and not his parents) has a right of access to the educational records of the institution relating to the particular student for purposes of inspection and review, the rights to obtain copies of those records at a cost per page, the right to a response to reasonable requests for explanations and interpretation of the records, the right to an opportunity for a hearing to challenge the content of the records in order to ensure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students and to provide an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein and to insert a written explanation concerning the contents of such records. This right of access and right to a hearing applies to former students as well as those now in attendance.
4. Upon request for a hearing concerning the contents of the student's educational records, the principal shall arrange an informal meeting with the parent. If the informal meeting does not resolve the parent's concern, a written request for a due process hearing may be submitted to the Superintendent of District 228. A hearing officer shall be appointed and the parent shall be afforded a full and fair opportunity to present evidence concerning the records. The decision shall be rendered in writing within ten (10) days after the conclusion of the hearing.
5. Parents and eligible students also have the right to file an appeal with the Regional Superintendent of Schools. Copies of the act and regulations issued there under are available for inspection in the main office of each school in District 228.
6. In addition, teachers, supervisors, administrators, and members of the Board of Education having an educationally oriented need, generally have access to such records for the purpose of furthering legitimate educational interests.

If you have any questions, please call the appropriate school and ask for the PPS office. Nondisclosure forms are available from PPS.

INSTRUCTIONAL MATERIALS REVIEW

Parents or guardians of any student may inspect any instructional materials used in the schools. Those materials include textbooks, teacher's manuals, videos, and audiobooks. Items will be on display at parent/teacher conferences or parents may call the principal's office for an appointment to view the materials.

SUMMER SCHOOL/EVENING SCHOOL

District 228 operates both a summer school and evening school to give students an opportunity to earn credits towards graduation. For eligibility, regulations and procedures refer to the District 228 Curriculum Handbook.

COLLEGE ADMISSION REQUIREMENTS

Among American colleges there are great variations in admission requirements and in the academic demands made on students. Published information about these variations is readily available in the PPS office. The counselors are prepared to discuss these differences with students and parents.

The principal factors considered by college admissions officers are the following:

1. High school grades are the most important factor because they are used to compute grade point average and class rank, both of which are extremely important.
2. Test results will include tests administered by the College Entrance Examination Board and the American College Testing Program. In its catalogue, each college lists the required tests.
3. Personal factors considered are motivation, enthusiasm for learning, social adjustment, emotional maturity, sense of integrity and responsibility, special aptitudes and skills, achievement and leadership (not mere membership) in school activities, attendance record, work experience, accurate self-assessment of aptitudes and abilities.
4. Subjects studied in high school will be evaluated.
5. College academic eligibility requirements for students who wish to continue athletic participation after high school are strictly enforced by the NCAA. Refer to the Athletics and Activities section in this handbook.

CAREER EXPLORATION

Through the **Developmental Guidance Program**, district counselors provide students with a four-year guidance curriculum, which addresses the personal/social, academic and career domains of development. Students develop their career decision-making skills through self-knowledge, educational and occupational exploration, and career planning. Activities include identification of work values, interests and abilities. Students receive course selection information and learn how to connect their career choices to **Programs of Study**. In addition, based on their **Career Exploration** results, students are asked to research their top career interests in the IMC or the PPS Office. Freshman and sophomore students participate in the Interest Inventory provided by EXPLORE and PLAN tests in the fall.

COLLEGE ENTRANCE TESTS

Students can obtain information and/or registration materials for the EXPLORE, PLAN, PSAT, SAT I/II and ACT in the PPS. office. Questions should be directed to the counselor.

COLLEGE/CAREER FAIR

District 228 is a member of the South Suburban College/Career Fair Association (SSCCFA) and the Career Development System (CDS). The SSCCFA and CDS annually sponsor college/career fairs in October. Information will be made available to students through the counselors.

LIBRARY

The library plays an important part in the school's instructional program. It provides books magazines, newspapers and audiovisual materials. The library offers computers for student use, as well as instruction and assistance with the district's databases, electronic catalog, and 1:1 Device program. The library adheres to the District Internet Use Policy as outlined in this handbook. During freshman orientation, library services, policies and regulations are explained.

The library is available for student use before and after school. Students may use the library during their lunch period, as well as study hall, FLC, and ALC if they are following all current library policies.

Students must use their own ID cards and are responsible for all materials checked out to their student ID numbers.

Magazines may be checked out for one week. Books may be checked out for two weeks and may be renewed. Students with overdue materials or outstanding fines may be denied the right to check out materials until the previous obligations are resolved. The cost for lost materials is assessed at current replacement value.

THE HEALTH PROGRAM

The health program includes the following: (1) healthful school living conditions, (2) appropriate health education integrated with academic courses, (3) healthful physical education, and (4) school health services which stress the prevention of illness and care of injury. The following services are provided:

1. PERSONAL HEALTH CONFERENCES are held with individual students at the student's request, teacher's request, or as the nurse deems necessary.
2. SCREENING FOR VISION AND HEARING are done annually for transfer students, special education students, and teacher or student self-referrals. The parent/guardian of students who do not pass the screening will be notified by mail. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. In lieu of the vision screening done at school, a completed and signed report by an optometrist or ophthalmologist stating an exam has been administered within the previous 12 months is acceptable.
3. STANDARD FIRST AID is available to those students who become ill or are injured while at school. However, first aid is immediate and temporary care. Care beyond first aid must be provided by the parents or the family physician.

HEALTH EXAMINATIONS AND IMMUNIZATIONS

A student's parent(s)/guardian(s) shall present proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases, as required by the Department of Public Health, within one year prior to:

1. Entering the ninth grade; and
2. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, head-start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

As required by State law:

1. The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.

Unless the student is homeless, failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the district. All health information must be recorded on the Certificate of Child Health Examination form. No other form is acceptable. Students needing the proper forms may pick them up in the nurse's office. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations. Any homeless child shall be immediately

admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment.

ACCIDENTS/ILLNESS

If a student is involved in an accident or injury, it must be reported immediately to the teacher in charge and to the nurse. Students who become ill at school should secure a pass from a teacher to go to the nurse's office. When a student is too ill to remain in classes, the nurse will contact the home. No student will be sent home if the family cannot be contacted. If the student needs immediate medical attention, a local ambulance will be used for transporting the student to the hospital. The parents shall assume the cost of ambulance if free community ambulance service is not available.

DEFIBRILLATORS

Each school has access to an automated external defibrillator to be utilized if needed, in an emergency situation that might occur during the school day or at a school-related activity. School personnel have been trained in the use of the defibrillator unit, and procedures outlined by the Illinois Department of Public Health will be followed.

MEDICATION

The school health program is designed to promote a safe and healthy environment in which students can experience personal and academic growth. However, diagnosis and prescribing drugs is not the focus of a school and should not be practiced by any school personnel. Therefore, the school will not provide students with any medications.

Any prescription or over the counter (OTC) medication that a student requires during school hours must be provided by the parent and must be prescribed by a physician. A Medication Authorization form must be signed by the parent/guardian and the physician before any prescription or OTC medication will be dispensed. Medication must be brought to the school office by the parent/guardian of the student, together with the signed Medication Authorization form. Students needing the Medication Authorization form may pick it up in the nurse's office.

Medication will be kept under lock and key in the nurse's office and given to the student by the certified school nurse or other designated personnel. After the medication is dispensed, this will be so indicated on a medication record and kept on file in the student's health file.

The parent/guardian will be responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for their child. If the parent/guardian does not pick up the medication by the end of the school year, it will be properly disposed of. No medications will be kept over the summer.

ASTHMA

Students may self-administer asthma medication in school only if they have an agreement authorizing self-medication for asthma on file at their school. This district agreement form is signed by a parent or guardian and authorizes the student to self-administer while at school or attending school-related activities. A doctor's authorization must also be included with the authorization form. The form also indicates that the parent/guardian understands that the school district and school personnel incur no liability as a result of any injury arising from the self-administration of asthma medication by the student.

The school nurse will conduct conferences with those students who have been identified as having asthma. Parents will also be asked to complete, sign and return to the school nurse an Asthma Action Plan form. Inhalers used by students must be labeled with the student's name. For increased safety reasons, the district recommends an additional inhaler be kept in the nurse's office. Questions regarding these procedures should be directed to the nurse at your school.

CHRONIC OR PROLONGED HEALTH PROBLEMS

Parents should discuss special student health problems with the school nurse. When necessary for the protection of a student, the nurse will inform the teachers of health problems. Student health problems will otherwise be considered private information. After any hospitalization and before the student attends any class, a licensed physician must provide a written medical release to the nurse stating that the student's return to school does not jeopardize his own health/well-being nor that of other students. Physicians' notes which cause any adjustment/limitation in a student's physical education program must be renewed every year before registration or before the limited activity begins in their P.E. class.

COMMUNICABLE DISEASES

If a student has a communicable disease, he is required to return to school with a re-entry permit from a physician. No student will be permitted to remain in school with a rash or a suspected communicable disease. The student will be sent home, and will be readmitted only with a physician's permission.

The Bremen High School District 228 Board of Education recognizes the importance of maintaining a school environment which is free from communicable diseases. It also recognizes that a student with a communicable disease is eligible for all rights, privileges, and services provided by law and the district's policies.

HARASSMENT REVIEW PROCEDURE

Students may request a review and consideration of any alleged unjust or improper practice or of harassment on the part of the Board of Education, its employees, or other students.

Efforts to resolve complaints shall be made in a timely manner and in accordance with the following principles:

1. Every attempt is to be made to resolve the matter at the point of origin.
2. If resolution is not forthcoming at the point of origin, the matter may be appealed by the student to the principal of the building concerned.
3. If the matter is yet unresolved, a written appeal (outlining the nature of the situation, steps taken to resolve it, and the outcome of these efforts) may be submitted by the student to the superintendent.
4. If the situation is yet unresolved, the student may submit a written appeal and related correspondence/records to the Board of Education.

The rights to confidentiality, both of the complainant and the accused, will be respected consistent with the school district's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

ATTENDANCE PROCEDURES

All students are expected to attend each class and to be on time. Absenteeism is a prominent cause of failure and dropout. Success in school depends on regular attendance and punctuality.

REPORTING AN ABSENCE

Parents or legal guardians are required to call on or before the day of the absence. It is ok to call within 24 hours of the absence and you can leave the information in Spanish. Calls are received by the attendance office during the normal school hours, messages may be left on the attendance voicemail during any hours. To insure accuracy, please provide the following information: **STUDENT'S NAME AND ID NUMBER, DATE OR DATES OF ABSENCE, REASON FOR THE ABSENCE AND CALLER'S RELATION TO THE STUDENT.** **When dialing the attendance office, please dial the direct dial phone number: BREMEN (708) 396-8109, HILLCREST (708) 647-4809, OAK FOREST (708) 342-8308 AND TINLEY PARK (708) 342-8209.** Parents may call after school to report an absence. The call will be recorded. **ABSENCES WILL BE UNEXCUSED IF A CALL IS NOT RECEIVED ON OR BEFORE THE DAY OF THE ABSENCE.**

EXCUSED ABSENCES

The School Code of Illinois identifies student illness or death in the immediate family as "valid cause" for absences. In addition, District 228 will approve prearranged absences such as religious holidays, court appearances, medical or dental appointments. A planned absence or early dismissal may be granted for other reasons deemed appropriate by the principal or his designee. Students are required to be in school their entire day in order to participate in after school activities, practices and contests. This requirement applies to Friday attendance for Saturday participation. **A minimum of six periods** constitutes a full day of attendance, per the Illinois School Code.

Medical documentation will be required to excuse extended absences such as:

1. More than three (3) consecutive days
2. When more than eight (8) days per semester are missed

In extenuating circumstances related to attendance, please contact the school principal or designee as soon as possible.

PLANNED ABSENCES

Prearranged absences for the following reasons will be excused only if students comply with special procedures outlined below. Reasons for planned absence:

1. College visitation (maximum of two visits per year only for junior and seniors, before April 1, exclusive of NCAA recruiting).
2. Job Interview (maximum of two).
3. Religious conferences.
4. Out-of-town trip with parents or guardians.

Extended absences for reasons other than illness are discouraged. The official school calendar is available prior to the school year. Family vacations that are not planned to coincide with scheduled school breaks adversely affect student learning and grades. ***Requests for planned absences involving more than seven school days will be denied.*** The administration may also refuse to grant planned absences to students on attendance probation.

Procedures for planned absence:

1. Bring a written parent/guardian request to the attendance office within a minimum of three (3) days in advance of the planned absence. The attendance office will provide the student with an application form. Teachers' signatures and statements regarding class standing and the effect of the proposed absence will be acquired by the student.
2. Return the form to parent/guardian for review and verification by signatures. These student and parent signatures indicate their responsibility for grades and make-up work.
3. The student must file the completed application in the attendance office in advance of the planned absence.
4. The student must obtain assignments from his teachers. All work must be completed and handed in upon the student's return to school.
5. The student will have one week from the day of return to make up tests.
6. Attendance at conferences, interviews, and colleges must be verified on the appropriate form. The absence should be pre-approved and the form can be obtained from the Student Services office.
7. Students who do not follow the above procedures will be unexcused and will not receive credit.

Any absences from individual classes for reasons other than those described above will be unexcused.

TRUANCY

Truancy is an unexcused absence which is subject to disciplinary action and is reported to the local police if the student is *under* 17 years of age. Repeated truancy may result in court action, fines, suspension, and/or removal from class.

District 228 Board policy states:

Students who are truant will be disciplined according to the District Disciplinary Code. District 228 does not recognize any "skip days" as legal holidays. Students who are truant from school on a so-called "skip day" will be subject to disciplinary action. Additional documentation as to the nature of the absence may be required on so-called "skip days."

EXCESSIVE ABSENCES

Excessive absences may result in removal from classes with failing grades and/or suspension from school.

District 228 Board Policy States:

Students who establish a pattern of chronic absenteeism, though such absences may not necessarily fall on consecutive days, may be dropped from one or more courses.

LATE ENTRY

It is very important that all students begin their classes on the first day of school. Students who are under 17 years of age and who attempt to register in school ten (10) or more school days after the beginning of a semester must

1. Arrange a parent conference with the appropriate administrator.
2. Provide proof of residence.
3. Submit a written statement giving valid cause for the late entry.

Students, other than transfers from another district, who are 16 years of age or older must display responsibility and concern for obtaining an education by full-time attendance. Late entry has an adverse effect on academic progress and will not be accepted for students who are 17 years of age or older.

EARLY DISMISSAL

Students may not leave campus during the school day without authorization from the attendance office. Failure to procure such authorization will be considered a cut and will be treated as an unexcused absence.

Early dismissals will be granted only in an emergency or for a medical appointment. An early dismissal from school requires a phone call from a parent or legal guardian prior to the time of dismissal (notes are not accepted). If the dismissal occurs during a class period, the student must stop in the attendance office before school or between classes to secure a slip which will dismiss him at the proper time when presented to his teacher. In the case of an emergency, a student will be summoned by the attendance office after parent contact has been made. **ALL STUDENTS MUST OBTAIN AN EARLY DISMISSAL SLIP IN THE ATTENDANCE OFFICE BEFORE LEAVING SCHOOL. FAILURE TO DO SO WILL RESULT IN AN UNEXCUSED ABSENCE AND DISCIPLINARY ACTION.** A doctor or dentist note is required upon return to the school before an absence will be excused.

When an accident or illness occurs during the school day, students are to report it to the school nurse who will contact a parent/guardian and arrange dismissal if it is deemed necessary.

MAKE-UP WORK

For the general school population, two (2) school days for each day of excused absence will be allowed for the completion of make-up work. It is the student's responsibility to request and complete all tests and assignments within the allotted time. Make-up work for planned absences and Model Disciplinary Program (MDP) is due upon the student's return to class. Parents or guardians of any student who is absent due to hospitalization or extended illness should inform the attendance office and contact the student's counselor. A 48 hour notice is required to obtain make-up work.

Students who are absent unexcused should make up all work. Students who are absent unexcused from a final exam should make up the final exam.

Students do not receive credit for work completed while incarcerated unless a court order, verifying that the student attended a certified school, is received from a judge presiding over the case.

TARDINESS

Tardy Unexcused – Tardiness - All students are expected to come to school on time and to be in their classroom or teacher designated location when the tardy bell rings. This rule applies to morning arrival and also to each class during the day. Excuses such as car problems, oversleeping, missing one's bus, and personal reasons are unexcused tardies. All tardies will be subject to disciplinary action. Any unexcused tardy over 20 minutes will be considered an unexcused absence for the first class of attendance. Any unexcused tardy over ten minutes for any class after the first class of attendance will be considered an unexcused absence. Referrals for tardiness will be issued by the classroom teacher. For excessive tardiness the student may be dropped with a loss of credit from that class and placed in a study hall. ***Tardies are cumulative at the end of each semester.***

SCHOOL RULES AND DISCIPLINE

All disciplinary actions shall be directed toward protecting the welfare of the school community, as well as helping the student develop self-discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous school history, his/her age and maturation, any mitigating circumstances, and the effect of his/her actions on the welfare of the school community. Disciplinary responses may include but are not limited to the violations listed in this section, nor do they cover every possible incident.

RIGHTS OF STUDENTS

A student may not be deprived of rights without due process of law. Due process guarantees that the accused person has a chance to present a defense, to explain the circumstances of the alleged improper actions, or to attempt to prove innocence. Prior to the imposition of a suspension, the following procedures shall be observed:

1. The suspending school official shall give the student oral or written notice of the charges and evidence to support the charges.
2. If the student denies the charges, an opportunity shall be given the student to present an explanation in a conference with the suspending school official, who shall then inform the student whether or not the suspension is to be imposed.
3. If a parent/guardian has any academic or discipline concerns, please contact the Assistant Principal for Student Services in the PPS Office.

District 228 does not permit corporal punishment. However, faculty and staff may use reasonable force as needed to maintain safety for others and remove a student from the classroom/instructional area for disruptive behavior. Students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school. In such cases, the requirements of notice and hearing shall follow as soon as practicable. School officials will employ detection devices, techniques, and strategies pertaining to weapons and drugs as necessary to ensure a safe, protective environment for students and visitors to district schools. These devices may be employed as needed anywhere on the school campus when appropriate, as determined by school officials.

RESPONSIBILITIES OF STUDENTS

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

1. To become informed of and adhere to reasonable rules and regulations established by the Board of Education and implemented by school administrators and teachers.
2. To respect the rights and individuality of other students and school personnel.
3. To refrain from libel, slanderous remarks, and obscenity in verbal, nonverbal, and written expression.
4. To dress and groom in a manner that meets reasonable standards of health, cleanliness, safety and appropriateness to the social setting, time and place.
5. To be punctual and present in the regular or assigned school program to the best of one's ability.
6. To refrain from gross disobedience or misconduct or behavior that materially and substantially disrupts the educational process or jeopardizes the safety of others.
7. To maintain the best possible level of academic achievement.
8. To respect the reasonable exercise of authority by school administrators and teachers in maintaining discipline in the school and at school sponsored activities.
9. To preserve school property, exercise care while using school facilities and help maintain and improve the school environment.
10. To accept the consequences of any encroachment upon the rights of others.

To assist in achieving an optimum educational climate, the district has adopted a Code of Conduct to be promoted at each school by students and staff. The principles of the code encourage students and staff to maintain a safe, secure, and clean school; to give their personal best to relationships, academics, activities, and athletics; and to treat each other with dignity and respect.

MAJOR VIOLATIONS

Gross disobedience or misconduct at any school activity, school sponsored function, or on a school bus or at a school bus stop may lead to suspension or expulsion according to section 10-22.6 of the School Code of Illinois. This extends the authority of the school beyond the campus boundaries and the regular school day. ***SUSPENDED OR EXPELLED STUDENTS ARE PROHIBITED FROM PARTICIPATING IN AND/OR ATTENDING SCHOOL ACTIVITIES AND SCHOOL SPONSORED FUNCTIONS.***

The following applies to the use, sale, or transfer of weapons, dangerous objects, controlled substances and all prohibited items. Students are determined to be in possession of a prohibited item when that prohibited item is discovered on a student's person, in a vehicle procured by and used by students to enter the school campus, in a student's locker, or in a student's personal possession while on campus or at a school activity. The school district assumes that a person bringing such prohibited items on to the school campus has the intention to use, sell, or transfer the item(s) in question. The driver and passengers of a student procured vehicle are presumed to have knowledge of the presence of a prohibited item, discovered in that vehicle, if it is reasonable for the individuals to have had access to the item(s) in question.

Student Discipline

All disciplinary actions shall be directed toward protecting the welfare of the school community, as well as helping the student develop self-discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous school history, his/her age and maturation, any mitigating circumstances, and the effect of his/her actions on the welfare of the school community. Conduct for which disciplinary responses may be imposed include but is not limited to the violations or infractions listed in this section. This list does not cover every possible incident. The list of infractions is not intended to be all inclusive, but rather exemplifies that type of misconduct which is prohibited and which will result in disciplinary action including suspension and/or expulsion.

Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Loss of Privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to ten (10) days provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed two calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever necessary.
8. Notification of parents/guardians.
9. Temporary removal from the classroom.
10. In-school suspension for a period not to exceed five (5) school days. The building principal or designee shall ensure that the student is properly supervised.
11. After-school study or Saturday study, provided the student's parent(s)/guardian(s) have been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the building principal or designee.
12. Community service with local public and nonprofit agencies that enhance community efforts to meet human, educational, environmental, or public safety needs. The district will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent(s)/guardian(s) the choice. The school district is not responsible for placement in an alternative setting after an expulsion.

A student who is subject to suspension or expulsion may be eligible for transfer to an alternative school program. Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff or other persons, or for the purpose of self-defense or defense of property.

Possession - For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations where the item is: (a) on the student's person, or (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, automobile, or (c) in a school's student locker, desk, or other school property, or (d) any other location on school property or at a school-sponsored event.

Grounds for Disciplinary Action

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student's conduct is reasonable related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during or after school hours or at any other time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function or event or;

4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonable be considered to, (a) be a threat or an attempted intimidation of a staff member or, (b) endanger the health or safety of students, staff or school property.

Prohibited Student Conduct

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to, the following:

1. **Academic Dishonesty** – Students engaged in academic dishonesty such as intentional plagiarism, giving or receiving help during an examination, obtaining copies of tests, homework or scoring devices prior to an examination, or impersonating another student to assist him/her academically may be subject to disciplinary action. Refer also to District 228 standards for academic ethics in this section.
2. **Alcohol** – Any student who transfers and/or consumes alcoholic beverages or who possesses alcoholic beverages while on campus, on buses or at school events shall be suspended until further notice and shall be recommended for expulsion. Any student involved in the transfer of a legal substance which is represented as, or thought to be, an illegal substance (commonly termed a “look-alike”) shall be recommended for expulsion. Students who make written or verbal offers to buy or sell any alcoholic beverage are subject to disciplinary consequences. Simple possession of “look-alike” may be grounds for suspension and/or expulsion. Students apprehended while under the influence of alcoholic beverages shall be suspended and may be recommended for expulsion. A student shall be considered under the influence of an alcoholic beverage whenever the student emits a substance related odor or the student’s conduct gives evidence of the consumption of an alcoholic beverage on or prior to arrival at school or a school sponsored event, or while on a school campus. Alcoholic beverages will be turned over to the local police and parents will be notified. Students who commit more than one alcoholic beverage violation during a high school career shall be subject to suspension and/or expulsion for no less than one school year.
3. **Altercation** - A heated angry dispute or controversy between two or more individuals in school or at school-related activities on or off-campus, on buses or at bus stops, which, without intervention, the incident may have resulted in a physical confrontation.
4. **Battery** - Battery of Employees, Volunteers or Students: An actual or intentional touching or striking a school employee, volunteer or student against his/her will or intentionally causing bodily harm to an individual. Authorities may be notified.
5. **Bomb Threats/Explosions** - Any communication which has the effect of threatening an explosion to do malicious, destructive, or bodily harm to school system property at a school function or extracurricular/co-curricular activity, or to the person(s) in or on that property or attending the function. This includes preparing, possessing, or igniting explosives, including unauthorized fireworks, on school property or at a school function or extracurricular/co-curricular activity.
6. **Book Bags, Gym Bags, Brief Cases, Large Bags** – Students will not be permitted to carry large bags, brief cases, or containers to class during the school day. Such items may be used to transport materials to school, but must be placed in the student’s assigned hall locker during the school day. Students are permitted to carry book bags and medium sized hand / duffel bags during the school day for the purpose of transporting their books, IPAD, or classroom materials. Students who fail to follow this procedure will face disciplinary action and possible suspension.
7. **Bullying** – Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:
 - a. Placing the student in reasonable fear of harm to the student’s person or property.
 - b. Causing a substantially detrimental effect on the student’s physical or mental health.
 - c. Substantially interfering with the student’s academic performance.
 - d. Substantially interfering with the student’s ability to participate in or benefit from the services, activities or privileges provided by a school.Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. Students, staff, parents, and community members should report bullying to student services personnel or may do so anonymously via each schools website.
8. **Bus Violation** – Students are expected to be at their bus stop on time. Buses will not wait for tardy students. Students are expected to exhibit good citizenship at a bus stop and not to disturb the neighborhood. Regular school rules are in effect on school buses and at bus stops. Students are reminded that engaging in any of the following behavior on a bus will result in suspension from school, suspension of bus service, or both:
 - a. Smoking.
 - b. Fighting.
 - c. Refusal to show ID card to a driver.
 - d. Failure to cooperate with a driver.
 - e. Damage to property.
 - f. Use of the emergency door in a nonemergency situation.

- g. Throwing objects in the bus or through a window.
 - h. Riding an unauthorized bus, or riding a bus while suspended from school.
- 9. Classroom Disruption** - Conduct or behavior that interferes with or detracts from the teaching/learning process. Students are expected to bring books and required materials, report to their assigned seat, be attentive, respect the rights of others, and observe other guidelines set by individual teachers. Throwing objects, disturbing the class, horseplay, and other minor infractions will be corrected by the classroom teacher, including the assignment of detentions when necessary.
- 10. Computer Misuse** - Unauthorized Use of Computers, IPADS/Tablets, or Other School Property - Students shall not use computer equipment or other school property without the permission of the appropriate staff member. District computer equipment shall not be used to duplicate copyrighted material or to run unauthorized or unlicensed software. Students are not allowed to bring in computer software from outside the school for use in school computers. This includes games, program disks, and data disks. Bremen District 228 provides technology for student and employee use as a tool to enhance classroom teaching and learning. The use of the Internet/network shall be consistent with the district's curriculum, and all use of the district's connection must be in support of education and/or research, and be in furtherance of the School Board's stated objectives. Students may not Twitter or email nor may they access Facebook or other similar social networking sites, from district computers. Students and their parents shall be solely responsible for any unauthorized charges or fees resulting from the student's access to the internet.
- 11. Cut Class** - Unexcused or unauthorized absence from a class, including tardiness exceeding 20 minutes beyond the bell for the student's first class of the day and ten minutes beyond the bell for subsequent classes.**12. Damage to School** - Damage to School Property or Property of School Personnel – School property includes books, supplies, equipment, or the school building. Damage due to misuse or vandalism shall require full restitution. Acts of vandalism will be reported to local police. This violation also applies to damages to school buses.
- 13. Disrespect** - Conduct or behavior that lacks regard for civility, politeness, and/or courteous consideration and/or which goes beyond the bounds of acceptable student behavior, including but not limited to: profanity, obscenity, inflammatory remarks, or the use of racial, religious, economic status, or ethnic slurs through gestures or language.
- 14. Dress Standards** - Recent national studies concerning our nation's schools list a positive school climate as a major characteristic of effective schools. Student attire is one of the factors that influence school climate. State educational authorities and court decisions have determined that dress and hair styles should enhance rather than detract from the educational process as well as comply with state health and safety standards. Bremen High School District 228 will continue to encourage the type of dress that reflects good taste and appropriate style for an educational environment. Parents and guardians are expected and asked to monitor student dress before their son(s) or daughter(s) leaves home each day. Any dress or hairstyle including facial/body-piercing and tattoos, which detracts from the educational process, distracts students or teachers, or fails to comply with state health and safety standards will not be permitted in school or at school sponsored activities. The Dean of Students will make decisions regarding the appropriateness of dress for students. Specifically the following shall apply:
- a. All clothing must be clean.
 - b. No Student may display on clothing or any other article, any sign or insignia which shows disrespect for any race, religion, creed, color, nationality, gender or sexual orientation.
 - c. Clothing that displays anti-social, immoral, or illegal behavior is not permitted.
 - d. Articles of clothing that display obscene or suggestive phrases shall not be worn in school.
 - e. Students are not to have coats and hats in their possession during school hours. All outerwear including but not limited to gloves, hats, scarves, etc. are to be kept in the student locker. Hats are not to be worn while inside the building.
 - f. Occult apparel or symbols may not be worn during the school day or at school sponsored activities.
 - g. Shorts must be of appropriate length. The rule of thumb will be that shorts or skirts may not be shorter than six inches from the top of the knee. The same rule will apply to slits in the skirt.
 - h. Rips or tears in clothing in above the knee are not acceptable.
 - i. Stretch pants, spandex, etc. cannot be worn under otherwise inappropriate clothing.
 - j. Tops and shirts must extend past the waist and must meet the top of the pants. Shirts that bare the midriff are not permitted. Shirts that bare cleavage are not permitted. Spaghetti strap shirts are not permitted. Shirts or tops which meet these requirements but are translucent cannot be worn without appropriate undergarments.
 - k. Sagging pants below the waist are prohibited.
 - l. Clothing that displays handwriting or drawings that are not appropriate for school are not permitted.
 - m. Articles of clothing that advertise or promote alcohol or controlled substances in any language are not permitted.
 - n. For reasons of health and safety, all students shall wear street shoes.
 - o. Halter tops, tube tops and tank tops are not permitted unless appropriate garments are worn over them.
 - p. Sunglasses may only be worn if medically prescribed or approved by the school nurse.
 - q. Headbands or inappropriate headgear are not permitted.
 - r. For safety purposes, a student may be asked to remove his or her jewelry.

Effective schools are continually striving to raise their standards in an attempt to achieve excellence. Parents and students are asked to help in this effort to raise standards and promote pride in our schools by wearing and encouraging appropriate styles of dress.

- 15. Drugs** - Any student who transfers and/or consumes an illegal or controlled substance or who possesses an illegal or controlled substance while on campus, on buses, or at school events shall be suspended until further notice and shall be recommended for expulsion. A student in possession of drug paraphernalia shall be considered in possession of an illegal drug when the item contains drug residue. The student shall be immediately suspended and referred to the Superintendent with a recommendation for expulsion from District 228 schools for the duration of the term. Any student involved in the transfer of a legal substance which is represented as, or thought to be, an illegal or controlled substance (commonly termed "look-alike" drugs) shall be recommended for expulsion. Students who make written or verbal offers to buy or sell any illegal or controlled substance are subject to disciplinary consequences. Simple possession of "look-alike" drugs and/or drug paraphernalia without residue may be grounds for suspension and/or expulsion. Students apprehended while under the influence of an illegal or controlled substance shall be suspended and may be recommended for expulsion. A student shall be considered under the influence of an illegal or controlled substance whenever the student emits a substance related odor or the student's conduct gives evidence of the consumption of an illegal or controlled substance on or prior to arrival at school or a school sponsored event, or while on campus. Illegal or controlled substances or paraphernalia will be turned over to the local police and parents will be notified. Students who commit more than one controlled substance violation during a high school career shall be subject to suspension and/or expulsion for no less than one school year.
- 16. Electronic Devices** - The school administration is authorized to discipline students using a cellular telephone, video recording device, IPAD/tablet, 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, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone.

CELL PHONES AND OTHER ELECTRONIC DEVICES:

can be – used in the lunch rooms during lunch break, as well as before and after school throughout the building.

can be – used in common areas not during assigned academic times.

cannot be – used in locker rooms and restrooms.

cannot be – used in the classroom ***without permission from classroom teacher.***

- a. Notifications and ringtones must be set to silent or vibrate and speaker mode may not be used. Voice volume as well as language must be at an appropriate level for school. Ear buds may be worn, however, headphones are not allowed. Headphones may prevent a student from hearing those around him or her.
- b. With the expanded privileges come expanded responsibilities. Cell phones may never be used in any manner that disrupts the educational environment or violates the rights of others. This includes but is not limited to cheating; creating, sending or receiving indecent texts or images; harassment; and bullying.
- c. Students using cell phones or electronic devices in violation of this policy will be issued referrals to the Deans' office. ***District 228 is not responsible for lost or stolen property.***
- 17. Extortion** – The willful or malicious threat of harm, injury, or violence to the person, property, or reputation of another with the intent to obtain money, information, services, items of material worth or to cause fear.
- 18. False Alarms** - False alarms and Misuse of Other School Safety Equipment. Intentionally causing a fire alarm or any other false and disruptive rumor or report is a serious offense and endangers the safety of students and employees. A student guilty of such an offense shall be recommended for expulsion and shall be subject to arrest. The misuse of a fire extinguisher or any other school safety device without cause endangers the safety of students and employees.
- 19. False Phone Calls** - Students who falsify a phone call or recruit another person to call on their behalf for an absence are subject to disciplinary action. Calls regarding attendance must be made by a parent/guardian.
- 20. Fighting** - District 228 does not tolerate fighting, defined as physical contact between two or more students which is harmful or disruptive, on school property, at school sponsored events, and/or on any real property adjacent to or near school property because this serious violation is a threat to the safety of staff and students or the fight otherwise has a nexus to school. Individuals or groups of students engaged in a physical confrontation shall cease such action upon the immediate order of any staff member. If the individual acting alone or as a member of a group fails to cease a disruptive activity immediately upon the request of a staff member, the local law enforcement agency shall be called upon as deemed necessary. Individual(s) shall be dealt with as legal offenders and may be ticketed. Individuals responsible for organizing, inciting and/or perpetuating disruptive acts shall also be subject to disciplinary action.

Note: Self-defense is described as an action taken to block an attack by another person or to shield yourself from being hit by another person. Retaliating by hitting a person back is not self-defense and will be considered as fighting.

21. **Forgery** - Forgery, alteration, as well as use, receipt or possession of school documents without proper authority is prohibited.
22. **Gambling** - Participating, aiding or abetting games of chance with or for money or other things of value is prohibited by state law and local ordinance. Violators are subject to suspension and possible legal action.
23. **Games And Recreational Equipment** – Unauthorized use of items including but not limited to skateboards and sporting equipment will not be tolerated on school grounds. Students found engaging in activities with any of these items or in possession of like items will have their respective equipment or game confiscated. The items will be turned over to a dean, who may require a parent conference and take further disciplinary action.
24. **Gang Violation** - The Board of Education has determined that the presence of gangs or gang activities including tagging or writing symbols on school property, folders, homework, etc., can cause a substantial disruption of, or material interferences with school and school activities. A “gang” is defined in this policy is any group of two or more persons whose purpose includes the commission of a violation of school board policy or illegal acts. Incidents of gang activity are cumulative during the student’s career in high school. By this policy, the Board of Education acts to prohibit existence of gangs and gang activities.
No student on or about school property or at any school activity:
 - a. Shall wear, possess, use, distribute, display or sell any clothing, jewelry, including earrings and body–piercings, emblem, badge, symbol, sign or other things which are evidence of membership or affiliation in any gang.
 - b. Shall commit any act or omission or use any speech, either verbal or nonverbal (gestures, hand-shakes, etc.) showing membership or affiliation in a gang.
 - c. Shall use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to;
 - 1) Solicit others for memberships in any gangs;
 - 2) Requesting any person to pay protection or otherwise intimidating or threatening any person;
 - 3) Committing any other illegal act or other violation of school district policies;
 - 4) Inciting other students to act with physical violence upon any other person.
25. **Gross Misconduct** - Any other type of misconduct which seriously disrupts the orderly operation of the school program, or any school activity or transportation services which threatens the health, safety or property of self or others or behavior not specifically described within this document which substantially disrupts the orderly conduct of a school, school function or an extracurricular/co-curricular activity.
26. **Group Disruption** - All members of any group of students engaged in any activity such as picketing, boycotting, unauthorized meetings during school hours, or unauthorized use of school facilities shall cease such action upon the immediate order of any staff member and be subject to suspension and expulsion from school. All members of any group of students engaged in any activity of a violent nature such as rioting, fighting or vandalism will cease such action upon immediate order of any staff member and be subject to suspension or expulsion from school. If any individual acting alone or as a member of a group fails to cease a disruptive activity immediately upon the request of a staff member, the local law enforcement agency shall be called upon to end the disruption and the individuals shall be dealt with as legal offenders. During such time that any disruption might occur, all students not at the scene of the disruption will be ordered to remain in the area in which they are located at the time of the disruption until the activity has ceased. Failure to abide by this order shall subject any student to the same disciplinary action as that of the students involved in the activity.
27. **Hallway Disruption** - Corridors – Any actions that may endanger students or staff and any verbal or physical actions that may impede the educational process. Students are expected to exhibit appropriate behavior in the hallways prior to, during and after school and are requested to show concern for safety and for all educational activities in progress. Behaviors including, but not limited to, running, loitering, creating excessive noise, horse playing, blocking traffic, littering, kissing and hugging are unacceptable behaviors in the hallway. With few exceptions, students are expected to be in classes at all times. Students, including student aides, in the halls without authorized passes during class periods shall be referred to the dean. It is the student’s responsibility to obtain an authorized hall pass.
28. **Hazing** - Soliciting, encouraging, aiding or engaging in hazing is prohibited. “Hazing” means any intentional, knowing, or reckless act directed against a student for attaining a grade level or for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students.
29. **Horseplay** - Corridors – Students are requested to show concern for safety and for all educational activities in progress. Behaviors including, but not limited to, running, creating excessive noise, blocking traffic, and non-aggressive physical contact are unacceptable behaviors in the school building.
30. **Insubordination** - The refusal, either verbally or nonverbally, to obey school rules or regulations or the refusal, verbally or nonverbally, to obey direction or instructions of school personnel are acts of insubordination. Insubordinate behaviors include, but are not limited to the following: Students who refuse to identify themselves, refuse to take a referral to the dean’s office, use profane, offensive language or gestures, exhibit contempt or open resistance to a direct order, or verbally abuse staff members.
31. **Intimidation** – To coerce or inhibit as if by threats or aggressive behaviors, including but not limited to language, physical posturing, gestures, signals or proximity.

- 32. Lack of Cooperation with School Personnel** - To ensure efficient and effective instructional opportunities, students will be expected to cooperate fully with school personnel.
- 33. Lighter** - Smoking and/or Possession of Tobacco/Lookouts for Smokers – Students may not smoke, possess, transfer, or use tobacco and smoking materials, nor may they warn users on school premises, school buses or at school sponsored events. Lighters and matches are also forbidden.
- 34. Loitering** – Students may not be in unauthorized areas of the building or grounds at any time. No student may remain in the building more than ten minutes after his/her last class, unless under the supervision of a staff member. If students are waiting for any activity, they must stay in the designated holding area. Any student not abiding by these rules will be suspended for insubordination.
- 35. Missed Deans Detention** - Students shall report to their assigned Saturday and/or dean’s detention on the designated day, with study materials and shall be expected to work quietly for the entire period of time. Students who arrive late, are unprepared, or are dismissed for disruptive behavior shall be suspended out of school. Students shall be responsible for their own transportation to and from detention on days when school is not in session, and they must leave the building immediately following the detention. Missing detention may result in out of school suspension.
- 36. Missed Detention** - A detention is a one hour penalty beyond the regular school day during which the student is required to be present at a designated location within the school. Students are expected to bring materials and work quietly. Detention may be assigned by a dean or other staff member for minor infractions of school rules. A 24 hour notice of any assigned detention should be given to each student so that parents can be notified by the student of the detention. After school employment will not be accepted as an excuse. Students who fail to serve assigned detentions will be assigned more severe punishments for their rule violations.
- 37. Missed Model Discipline Program (MDP)** - MDP will be assigned by a dean for violations which merit temporary exclusions from regular classes for a maximum of ten times per year. The student is responsible for contacting his/her teacher THE DAY BEFORE and obtaining class work for each teacher to keep him/her occupied for the entire day. All class work completed in MDP and submitted on the day the student returns to regular classes will be accepted for credit. Once an MDP is assigned, it will not be changed. If a student is not prepared for MDP, reports late, or is removed for disruptive behavior, the student shall be suspended at home for the following day and shall be subject to further disciplinary action. Students shall bring a sack lunch. There are no cafeteria privileges. No one shall be allowed to leave during passing periods. Hall passes will NOT be issued.
- 38. Missed Saturday Detention** - Students will report to their assigned Saturday and/or dean’s detention on the designated day, with study materials and will be expected to work quietly for the entire period of time. Students who arrive late, are unprepared, or are dismissed for disruptive behavior will be suspended out of school. Students will be responsible for their own transportation to and from detention, and they must leave the building immediately following the detention. Missing detention may result in out of school suspension.
- 39. No Valid ID** - Every student must carry a current identification card at all times. The ID card must be presented to board a bus, check out a library book, and admit students to co-curricular activities or as necessary and required by individual schools. Any staff member or authorized representative of the school may request to see a student’s identification at any time. If a student does not have an ID card or refuses to show it to an authorized person, the student is subject to disciplinary action including suspension. The ID card is not transferable to another person. Loaning an ID is a violation. The loss of an ID card must be reported immediately to the main office. A replacement will be issued for a fee of \$5.00.
- 40. Occult Activities** – Promoting or participating in occult activities, displaying occult symbols and the possession of materials used in rituals are prohibited. Refer also to the District 228 Gang Policy in this section.
- 41. Off Limits** - Students must not leave class or school premises without a written official pass from the teacher, dean, nurse or administrator. This includes, but is not limited to, the following related infractions: Students found in an unauthorized area of the building, walk-outs of the classroom or out of the building, or off school grounds during the regular school day.
- 42. Other (misconduct)** - Any other act or behavior not specifically described within this document which interferes with the orderly operation of the classroom, the school program, a school function or activity, an extracurricular/co-curricular program, or approved transportation.
- 43. Parking Violations** – All vehicles entering a District 228 campus are expected to abide by all traffic signs and parking designations. Bicycles must be parked and properly secured in the racks provided. A current parking sticker must be displayed in the prescribed place on all motor vehicles. Students who park in the school parking lot who do not have a parking sticker may be ticketed. Student cars must be parked in designated student parking area. Parking decals will be distributed on a priority basis to students who demonstrate the need to drive to school. Students may apply for a parking sticker in the attendance office and must produce proof of a valid driver’s license and auto insurance. A fee of \$70.00 per year will be charged for parking. Students who obtain a sticker after second semester begins will pay \$35.00. NO REFUNDS WILL BE GIVEN FOR EARLY GRADUATES. District 228 assumes no responsibility for vehicles when they are parked on campus. Students are not allowed to go near their cars during the school day without permission. Loitering, playing loud music, and excessive muffler noise are prohibited in the parking lot. Laws on reckless or negligent driving are enforceable on private property. Speeding, tire squealing, and driving on the grass or sidewalk are examples of poor driving. Any individual driving or parking a vehicle on school property should be aware that the vehicle and

occupants are subject to disciplinary and/or police action, including ticketing, towing, and search. The improper use of cars may also result in the revocation of parking privileges. NO REFUNDS FOR PARKING STICKERS WILL BE ISSUED. Students are discouraged from driving to school, if they do not hold a valid parking permit. Students who choose to park on city or village streets must adhere to all parking regulations.

- 44. Pass Violation** - With few exceptions, students are expected to be in classes at all times. All students in the corridors after the passing period must have an authorized pass. Students, including student aides, in the halls without authorized passes during class periods will be referred to the dean. It is the student's responsibility to obtain an authorized hall pass.
- 45. Profanity** - Vulgarity, obscenity, inflammatory remarks, or the use of racial, religious, or ethnic slurs through gestures or language (verbal, non-verbal) will not be tolerated. The use of either oral or written language, electronic messages, computers, gestures, objects, or pictures which are disrespectful or socially unacceptable and which tend to disrupt the school environment, a school function, or an extracurricular/co-curricular activity.
- 46. Setting a Fire** – Any student who deliberately sets a fire on school premises will be recommended for expulsion. The student or family must pay for damages. Police will be notified.
- 47. Sexual Harassment** - Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:
1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
 2. Has the purpose or effect of:
 - a. substantially interfering with a student's educational environment;
 - b. creating an intimidating, hostile or offensive educational environment;
 - c. depriving a student of educational aid, benefits, services, treatment, or
 - d. making submission to or rejection of such conduct the basis for academic decisions affecting a student.
- The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student nondiscrimination coordinator, building principal, associate principal, dean, or a complaint manager. Students may choose to report to a person of the student's same sex.
- 48. Sexual Misconduct** - Sexual Conduct Standards: Socializing in high school should not include intimate expression of physical attraction. Students are not permitted in locker rooms or washrooms used by the opposite sex. Indecent exposure is also prohibited. This prohibition includes sexually suggestive graphics, electronic images, "sexting" and/or sexually oriented magazines.
- 49. Smoking** - Smoking and/or Possession of Tobacco/Lookouts for Smokers – Students may not smoke, possess, transfer, or use tobacco and smoking materials, including vaping and/or e-cigarettes, nor may they warn users on school premises, school buses or at school sponsored events. Lighters and matches are also forbidden.
- 50. TARDINESS**
Tardy Unexcused – Tardiness - All students are expected to come to school on time and to be in their classroom or teacher designated location when the tardy bell rings. This rule applies to morning arrival and also to each class during the day. Excuses such as car problems, oversleeping, missing one's bus, and personal reasons are unexcused tardies. All tardies will be subject to disciplinary action. Any unexcused tardy over 20 minutes will be considered an unexcused absence for the first class of attendance. Any unexcused tardy over ten minutes for any class after the first class of attendance will be considered an unexcused absence. Referrals for tardiness will be issued by the classroom teacher. For excessive tardiness the student may be dropped with a loss of credit from that class and placed in a study hall. ***Tardies are cumulative at the end of each semester.***
- 51. Theft** - Any incident involving theft shall be reported to the dean, along with any known details of the case. Local police will be contacted when necessary. ***The school shall not be responsible for the loss of personal property.*** Any student guilty of theft or accessory to the act of theft will be liable for repayment. Any student knowingly in possession of stolen property or attempting to transfer stolen property will be subject to disciplinary action.
- 52. Threats** - Threats to Employees, Volunteers or Students: Any direct threat, by word, gesture, or act, to do violence or harm to a school employee, volunteer or student(s) and/or their property, which creates a fear that the threat could be carried out. Threats of bodily harm could be electronic, written, spoken, or non-verbal. Threats may result in police notification.
- 53. Throwing Objects** – Safety hazards may result from objects being thrown on school property, at school events, on or out of buses, or extra-curricular activities, including but not limited to: writing utensils, coins, paper, bottles, cans, locks, classroom objects and books.
- 54. Trespassing** – Unauthorized presence on school grounds by students from another attendance center or by students who have returned to campus after their last class constitutes trespass. Students suspended out of school are not allowed to attend any school function on or off campus. A student who has been suspended or expelled from school is not permitted to be on the school grounds or in the building at any time during the period of suspension or expulsion except for previously arranged appointments with a counselor or other staff member. Students may not attend any co-curricular activity, home or away, while on suspension

or during term of expulsion. All unauthorized persons including those listed above are subject to arrest under the trespass section #24-25 of the School Code of Illinois.

55. Truancy - Truancy is an unexcused absence without the prior notification of the school authorities by parent(s) or guardian(s), which is subject to disciplinary action and is reported to the local police if the student is under 17 years of age. Repeated truancy may result in court action, fines, suspension, and/or removal from class.

District 228 Board Policy States: Students who are truant will be disciplined according to the District Disciplinary Code. District 228 does not recognize any "skip days" as legal holidays. Students who are truant from school on a so-called "skip day" will be subject to disciplinary action. Additional documentation as to the nature of the absence may be required on so-called "skip days."

56. Unsupervised after School or Following School Activity – Students have ten minutes to exit the building at the conclusion of the school day or school activity or event.

57. Weapons Possession - Possession, Use or Threatened Use of Weapons, Combustibles, Explosives, and Look-alikes or Other Dangerous objects, including Disabling or Protective Devices – Firearms, look-alike weapons, ammunition, knives, objects used as weapons, chemicals, chemical sprays, fireworks and laser devices are some of the dangerous objects prohibited regardless of intended use. Weapons and other dangerous objects will be turned over to local police and parents will be notified. Students involved in weapons violations or threatening to use weapons will be suspended and/or expelled.

PARKING VIOLATIONS

1. Dean's consequence.
2. Suspension of driving privileges at dean's discretion.
3. Cars may be towed at owner's expense.
4. No refund of parking fee if student's parking is suspended.
5. Parking stickers or parking spaces are not exchangeable with other students.

GANG POLICY

This Board of Education feels that the presence of gangs and gang activities can cause a substantial disruption of, or material interferences with school and school activities. A "gang" as defined in this policy is any group of two or more persons whose purposes include the commission of illegal acts. Incidents of gang activity are cumulative during the student's career in high school. By this policy, the Board of Education acts to prohibit existence of gangs and gang activities.

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

1. Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, including earrings and body-piercing, emblem, badge, symbol, sign, or other things which are evidence of membership or affiliation in any gang.
2. Shall commit any act or omission or use any speech, either verbal or nonverbal (gestures, hand-shakes, etc.), showing membership or affiliation in a gang.
3. Shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including, but not limited to:
 - a. soliciting others for membership in any gangs;
 - b. requesting any person to pay protection or otherwise intimidating or threatening any person;
 - c. committing any other illegal act or other violation of school district policies;
 - d. inciting other students to act with physical violence upon any other person.

Penalties for violations:

1. Any student who is first suspected of violating paragraphs 1 or 2 of the policy will be required to surrender any material or thing alleged to violate the policy to school officials and attend a parent conference. Subsequent violations of the policy will subject the student to a parent/dean conference. Future infractions may result in a ten (10) day suspension and possible recommendation for expulsion as described in sub-paragraph 2.
2. Any student alleged to have violated paragraph 3 of the policy upon a finding of a violation in accordance with the hearing requirements of Section 10-22.6 of the School Code of Illinois shall be subject to expulsion for a period not to exceed one full year.

PERMISSIBLE USE OF COMPUTERS

POLICY

Bremen District 228 provides technology for student and employee use as a tool to enhance classroom teaching and learning. Access to the computer network and the Internet offers valuable, diverse and unique resources to the students and employees. The appropriate use of technology promotes educational goals by providing resource sharing, innovation and communication. By being connected to the Internet, district students and staff have potential access to electronic mail communication; to information via the

World-Wide Web; to various research sources including certain university library catalogs, the Library of Congress, and other research databases. The use of the term "Internet" or "network" in this policy refers to all information accessed through the district's network from the various sources as identified above and any and all information accessed using district means of access. The Internet and the school district's network is part of the District 228 curriculum and is not a public forum for general use. The use of the Internet/network shall be consistent with the district's curriculum, and all use of the district's connection must be in support of education and/or research, and be in furtherance of the School Board's stated objectives. Students and employees shall not load onto the district's network or Internet any District 228 work product (as defined in administrative procedures) without prior approval of the superintendent or his/her designee. Use is a privilege, not a right.

The Board of Education denies any responsibility for any information, including its accuracy or quality, obtained or transmitted through use of the Internet. Further, the Board denies responsibility for any information that may be lost, damaged, altered or unavailable when using the district's network. Employees or students and their parents shall be solely responsible for any unauthorized charges or fees resulting from the employee's or student's access to the Internet. Authorized and acceptable use of the district's network and the Internet shall be governed by administrative procedures developed by the Superintendent of Schools.

PROCEDURE

The Bremen District 228 Community of Learners Electronic Network will bring many resources to our school communities and allow communication on a previously unheard scale. New technologies are shifting the ways that information may be accessed, communicated and transferred. These changes may alter instruction and student learning. Bremen District 228 may offer the educational community access to the World Wide Web and the Internet and e-mail capabilities within their buildings, within the district, or across the Internet. As such, it will be a "place" in which the educational community will pursue learning with the same set of standards for behavior and intellectual effort that define the traditional school roles.

Along with access to computers and people all over the world comes the availability of materials that may not be considered appropriate in the academic setting or workplace. However, on a global network, it is impossible to control all materials. Ultimately, the school staff, parents and guardians of minors are responsible for setting and conveying the standards that should be followed when using media and information sources. It is the policy of Bremen District 228 to monitor and supervise student use of the Internet. District 228 supports and respects each family's right to decide whether or not to allow their child access to information gathered from or transmitted to the Internet or World Wide Web.

The following procedures describe the student individual responsibilities for use of district computers and district means to access the Internet:

GENERAL USE OF DISTRICT COMPUTERS, INTERNET AND ELECTRONIC MAIL COMMUNICATIONS

EDUCATIONAL PURPOSE

The primary purpose of the Bremen District 228 Community of Learners Electronic Network is educational. Users are responsible for ensuring their activities adhere to generally accepted educational standards.

Use of District computers by students shall be supervised and monitored by District staff and administration. Students are only allowed access to information and data on the Internet which is consistent with the district's educational message and mission. Students are not authorized access to information which is inaccurate, illegal, indecent, obscene, defamatory, likely to result in harassment of another student or staff member, likely to cause material disruption in the schools, or is otherwise inconsistent with the District's educational mission, or to enter or transmit such information. Students who attempt access to or to enter or transmit prohibited information shall receive consequences for any rule violations from the supervising staff member or the dean and may be directed to immediately exit from the prohibited database and/or network. Consequences for violations are listed in this handbook.

PRIVILEGE

The use of the Community of Learners Electronic Network is a privilege and not a right.

Students shall not download software without District authorization. Students shall not load onto the network or Internet, District 228 work product without prior approval from the system administrator or his/her designee. Examples of materials constituting District 228 work product include, but are not limited to: District 228 curriculum, District 228 test or examination materials, Department Guidelines and/or Procedures, Parent/Student Handbook, Personnel Handbook, District 228 publications and brochures, school newspaper, school yearbook, and District 228 policies and administrative regulations/procedures.

Students shall not use the District's computer network or District means of access to the Internet for personal financial or commercial gain.

Electronic mail communication shall be used for educational purposes only. Students shall not be allowed to use the District's electronic mail communication for personal messages, anonymous messages or communication unrelated to the school program. Students shall not use electronic mail communication to create, communicate, repeat or otherwise convey or receive any message or information which is, illegal, indecent, obscene, defamatory, likely to constitute harassment of another student or staff member or any other individual, likely to cause disruption in the schools, or is otherwise inconsistent with the District's curriculum and educational mission.

Students who abuse the privilege by engaging in the conduct prohibited in these procedures may lose the privilege and may be denied access to the network, Internet and/or the District's electronic mail communication.

COPYRIGHT AND OTHER PROPRIETARY MATERIALS

All users shall respect copyright and proprietary interest of any materials accessed through the Community of Learners Electronic Network. Students shall not use the District's computer network for any illegal activities, including, but not limited to, copyright violations and unauthorized access to or unauthorized use of databases.

PRIVACY

The Bremen District 228 Community of Learners Electronic Network will be maintained and managed by the system administrator or his/her designee. This will require the ability and authority to inspect any and all materials transferred by, or stored within, the network by any and all users. Because of this, users will have no reasonable expectation of privacy, with respect to access by the system administrator or his/her designees, to any materials transferred by or stored within the Community of Learners Electronic Network. This inspection can occur at any time and without any cause.

While it is not the intention of the system administrator or his/her designee to use this access in an intrusive manner, it is critical that the authority for such access be reserved in order to prevent any abuse of the Community of Learners Electronic Network and to allow the network to recover from disaster.

Students and personnel shall not load onto the network or Internet any student work, student images or any personally identifiable information about students without prior approval from the system administrator or his/her designee and prior written parental consent (when required by applicable state or federal law).

As a condition of being allowed access to the Internet and the district's electronic mail communication through use of district computers, students shall consent to monitoring and inspection by school staff and administration of all student use of district computers including any and all electronic mail communications made or attempted to be made or received by students and all materials accessed or downloaded by students.

Students shall respect the privacy rights of others and shall not attempt to access any electronic mail communications not directed to them or intended to be received by them.

RESPONSIBILITIES

Responsible use of the Community of Learners Electronic Network requires that users not (1) interfere with the normal and proper operation of this network or the Internet, (2) adversely affect the ability of others to use network equipment or services, and (3) conduct themselves in ways that are harmful or deliberately offensive to others.

Improper or prohibited use of district computers or district means of access to the Internet, or electronic mail communication will result in disciplinary measures being imposed. Criminal conduct will be referred to law enforcement authorities.

All users shall assume full liability, legal, financial or otherwise, for their actions. No individual shall become a user of the Bremen District 228 Community of Learners Electronic Network without completing and signing the Agreement Regarding Permissible Use of District Computers - Students.

CONSEQUENCES OF MISUSE OF COMPUTER NETWORK OR INTERNET

1. Commission of an illegal act, an act which exposes the district to legal liability, or an act which damages or destroys equipment or software may result in some or all of the following consequences:
 - a. Disciplinary action, including suspension and administrative review to determine whether expulsion is warranted.

- b. Loss of technology access.
 - c. Reimbursement of expenses incurred by District 228.
 - d. Report to police.
2. Accessing prohibited (e.g. pornography) information considered by school officials to be harmful to the individual or another individual(s), will result in a referral to the dean and may result in some or all of the following consequences:
- a. Disciplinary action, including suspension plus administrative review to determine whether expulsion is warranted.
 - b. Loss of technology access.
3. Working outside the content area or accessing prohibited material may result in the following consequences:
- a. Teacher warning and/or detention.
 - b. Parent conference.
 - c. Referral to dean.
 - d. Loss of technology access.

ACADEMIC ETHICS

ACADEMIC HONESTY

The administration and faculty expect students to use genuine, sincere and fair methods to complete tests and academic tasks or projects from which evaluations regarding academic progress and grades are determined. An atmosphere which actively fosters academic honesty requires the active support of parents, students, and staff. It is, therefore, the responsibility of each individual to promote academic honesty.

ACADEMIC DISHONESTY

Students who seek to present the work or ideas of others as their own or use unfair methods to improve their grades will be judged guilty of academic dishonesty. Incidents of academic dishonesty are cumulative during a student's career in high school. Consequences for incidents of academic dishonesty will be determined on the basis of the student's cumulative record. Listed below are additional examples of academic dishonesty:

1. Plagiarism - submitting another person's writing as one's own.
2. Obtaining or illegally accepting a copy of a test or test key.
3. Giving or receiving test questions or answers to/from other students.
4. Copying from another student's test or knowingly permitting another student to copy during a test.
5. Using materials or means which are not permitted during a test.
6. Copying-having someone other than the student prepare the student's homework, paper, project, report or take home exam for which credit is given.
7. Permitting another student to copy one's work or ideas.
8. Tampering of grades.
9. Engaging in any action intended to obtain credit for work not one's own.
10. Impersonating another student to assist him academically.

CONSEQUENCES OF ACADEMIC DISHONESTY

Academic dishonesty will be handled by the classroom teacher in coordination with the administration.

STUDENT ID CARD

Every student must carry a current identification card at all times. The ID card must be presented to board a bus, check out a library book, and admit students to co-curricular activities or as necessary and required by individual schools. Any staff member or authorized representative of the school may request to see a student's identification at any time. If a student does not have an ID card or refuses to show it to an authorized person, the student is subject to disciplinary action including suspension. The ID card is not transferable to another person. Loaning an ID is a violation. The loss of an ID card must be reported immediately to the main office. A replacement will be issued for a fee of \$5.00.

BUS TRANSPORTATION AND CONDUCT

Each student is assigned to a bus route. The bus route number and/or stop number are recorded on the ID card. A student may ride only on the bus to which he is assigned. Students are required to show a valid school ID to the bus driver each time a bus is boarded. Bus inquiries or complaints should be directed to the attendance office.

Late buses leave one hour after the last period dismissal. These buses serve students who remain after school for activities or are retained by teachers. Temporary bus passes will be required for any student riding the activity bus.

Students are expected to be at their bus stop on time. Buses will not wait for tardy students. Students are expected to exhibit good citizenship at a bus stop and not to disturb the neighborhood. Regular school rules are in effect on school buses and at bus stops. Students are reminded that engaging in any of the following behavior on a bus will result in suspension from school, suspension of bus service, or both:

1. Smoking.
2. Fighting.
3. Refusal to show ID card to a driver.
4. Failure to cooperate with a driver.
5. Damage to property.
6. Use of the emergency door in a nonemergency situation.
7. Throwing objects in the bus or through a window.
8. Riding an unauthorized bus, or riding a bus while suspended from school.

It is our main concern to transport students to and from school safely. Disruptive student behavior distracts the driver's concentration and poses a threat to the safety of everyone on the bus. All students are to be seated and remain seated while the bus is in route. Any student who causes a disturbance or exhibits poor conduct on the bus will be denied bus transportation. If the conduct on a homebound bus endangers the well-being of any student or the driver, the driver may return to school immediately without dismissing any students. No student is to leave the bus unless dismissed by the driver or a school official. Students are expected to assist the driver in identifying those involved in any misconduct and to exhibit courteous behavior toward bus drivers.

CLASSROOM BEHAVIOR

Students are expected to bring books and required materials, report to their assigned seat, be attentive, respect the rights of others, and observe other guidelines set by individual teachers. Throwing objects, disturbing the class, horseplay, and other minor infractions will be corrected by the classroom teacher, including the assignment of detentions when necessary. Repeated infractions and more serious violations will be referred to the dean and may result in suspension.

CAFETERIA

It is the responsibility of every student to return his tray to the proper location and deposit all waste paper in the trash receptacles. The table and floor around the student should be left in a clean condition for the next group. Monitors will assume that litter left near a student's place is that student's responsibility and will expect his cooperation in the clean-up process. Any student referred for throwing food, littering, or misconduct will be subject to disciplinary action. Eating food and drinking beverages outside the cafeteria is prohibited. Food taken out of the cafeteria may be confiscated from the student.

CORRIDORS

Students are requested to show concern for safety and for all educational activities in progress. Running, loitering, creating excessive noise, horseplay, blocking traffic, littering, kissing and hugging are unacceptable behavior in the hallways. With few exceptions, students are expected to be in classes at all times. All students in the corridors after the passing period must have an authorized pass. Students, including student aides, in the halls without authorized passes during class periods will be referred to the dean. It is the student's responsibility to obtain an authorized hall pass.

ASSEMBLIES

All rules pertaining to student conduct apply. Students must remain seated except when participation is warranted and must refrain from throwing objects and pushing other students. Courtesy and attention to all speakers and performers are expected.

STUDY HALLS

Standards of classroom behavior apply to study hall conduct. The profitable use of study time will be monitored closely. Students must bring appropriate study materials with them. Talking, sleeping and playing games or electronic devices will not be allowed. Passes to the IMC will be issued according to established IMC procedures. No other passes will be issued, except in an emergency.

FIELD TRIPS

All school rules and discipline guidelines apply to school sponsored field trips. Students who leave campus to attend a field trip must obtain parent permission and submit the authorized form to the sponsoring teacher. Students may be excluded from field trips at the discretion of the assistant principal. Field trips are not out of school absences. Students are required to get assigned homework and turn in homework before leaving for the field trip. It is the student's responsibility to arrange, prior to the field trip, to make up any test or quizzes missed.

DRIVING AND PARKING

All vehicles entering a District 228 campus are expected to abide by all traffic signs and parking designations. Bicycles must be parked and properly secured in the racks provided. A current parking sticker must be displayed in the prescribed place on all motor vehicles. Students who park in the school parking lot who do not have a parking sticker may be ticketed. Student cars must be parked in designated student parking areas. Parking decals will be distributed on a priority basis to students who demonstrate the need to drive to school. Students may apply for a parking sticker in the attendance office and must produce proof of a valid driver's license and auto insurance. A fee of \$70.00 per year will be charged for parking. Students who obtain a sticker after second semester begins will pay \$35.00. **NO REFUNDS WILL BE GIVEN FOR EARLY GRADUATES.**

District 228 assumes no responsibility for vehicles while they are parked on any campus. Students are not allowed to go to their cars during the school day without permission. Loitering, playing loud music, and excessive muffler noise are prohibited in the parking lot. Laws on reckless or negligent driving are enforceable on private property. Speeding, tire squealing, and driving on the grass or sidewalk are examples of poor driving.

Any individual driving or parking a vehicle on school property should be aware that the vehicle and occupants are subject to disciplinary and/or police action, including ticketing, towing, and search. The improper use of cars may also result in the revocation of parking privileges. **NO REFUNDS FOR PARKING STICKERS WILL BE ISSUED.**

Students are discouraged from driving to school, if they do not hold a valid parking permit. Students who choose to park on city or village streets must adhere to all parking regulations.

CO-CURRICULAR ACTIVITIES AND DANCES

Students attending school sponsored co-curricular activities, whether on or off campus, shall be governed by school district rules and regulations and are subject to the authority of school district personnel. Good sportsmanship in words and actions should be demonstrated in all competition by spectators and participants.

Only students currently enrolled on a particular campus will be admitted to school dances on their respective campus. The exception to this rule will be when tickets are sold in advance and a guest list is provided. A student who attends the school where the dance is held must purchase the tickets in advance and place his/her guest's name on the guest list.

Students leaving the building from a dance or other activity will not be readmitted. All students will be required to show their ID cards to supervisory personnel when entering a dance or activity.

DISCIPLINARY CONSEQUENCES

LOSS OF PRIVILEGE

As students advance through high school they may receive certain privileges. Students may forfeit these privileges for not complying with school rules.

COMMUNITY SERVICE

Community service is donated service or activity that is performed by a student in lieu of other disciplinary consequences for the benefit of the school.

DETENTION

A detention is a one hour penalty beyond the regular school day during which the student is required to be present at a designated location within the school. Students are expected to bring materials and work quietly. Detention may be assigned by a dean or other staff member for minor infractions of school rules. A 24 hour notice of any assigned detention should be given to each student so that parents can be notified by the student of the detention. After school employment will not be accepted as an excuse. Students who fail to serve assigned detentions will be assigned more severe punishments for rule violations.

SATURDAY/DEAN'S DAY DETENTIONS

Students will report to their assigned Saturday and/or dean's detention on the designated day, with study materials and will be expected to work quietly for the entire period of time. Students who arrive late, are unprepared, or are dismissed for disruptive behavior will be suspended out-of-school. Students will be responsible for their own transportation to and from detention, and they must leave the building immediately following the detention. Missing detention may result in an out-of-school suspension.

MODEL DISCIPLINARY PROGRAM (MDP)

MDP will be assigned by a dean for violations which merit temporary exclusion from regular classes a maximum of ten times per year. The student is responsible for contacting his teacher **THE DAY BEFORE** and obtaining class work for each teacher to keep him occupied for the entire day. All class work completed in MDP and submitted on the day the student returns to regular classes will be accepted for credit. Once an MDP is assigned, it will not be changed. If a student is not prepared for MDP, reports late, or is removed for disruptive behavior, the student will be suspended at home for the following day and will be subject to further disciplinary action. Students will bring a sack lunch. There are no cafeteria privileges. No one will be allowed to leave during passing periods. Hall passes will NOT be issued.

SUSPENSION

Suspension is the temporary exclusion of a student from school by a principal or his designee for a period not to exceed ten (10) consecutive days. The student will not be able to participate in or attend co-curricular activities during the period of suspension.

Suspension Until Parent Conference (UPC) – In some instances a student may be suspended until a parent conference is held. Out-of-school suspensions are used when a student repeatedly fails to follow school rules or commits a serious act of misconduct. During the period of suspension, the parent and student should work together to resolve the problem. Parents and administrators have the opportunity to review the situation together. Unacceptable behavior has social consequences. Suspension separates a student from friends and social activities at school. It also protects the rights of other students to an education.

Students will be eligible for class work recovery during a suspension. If a student is suspended for more than three (3) days, at the student's request, the counselor will make available to the student the academic work being covered during the suspension.

Parents shall be notified by telephone and mail regarding suspension. The written notice shall include a statement of the reasons for the suspension, the dates and duration of the suspension, and the right to request a review of the suspension. When a student is suspended, the student is not allowed on campus. Violators may be charged with trespassing and can be ticketed accordingly.

PROBATION

Students are placed on disciplinary probation when they have repeatedly displayed disruptive behavior or violated the rights of other students and/or teachers. Truancy or excessive excused absences will result in attendance probation status. Probation will be in force until the end of the school year. Students on probation may be restricted from participating in co-curricular activities, driving to school and other privileges.

EXPULSION

Expulsion is the exclusion of a student from school for a period of time greater than ten (10) consecutive school days, but for no longer than two years. Any offense egregious in nature will be submitted to the district office for administrative review. All expulsions must be ordered by the Board of Education. Incidents of gross disobedience or misconduct involving students shall be referred to the Board of Education for possible expulsion or other disciplinary action in the following, among other instances:

1. Where the presence of a student poses a danger to person or property.
2. Where the presence of a student poses a threat of disruption of the academic process.
3. Where the student has violated any of the regulations concerning sale, purchase, possession, transmittal, use or being under the influence of alcohol or any drug or controlled substance.

Students who withdraw in lieu of expulsion will not participate in school activities. When a student is expelled, the student is not allowed on campus. Violators may be charged with trespassing and can be ticketed accordingly.

CO-CURRICULAR ACTIVITIES

It is the belief of District 228 that participation in co-curricular activities offers students lifetime learning experiences and is thus an essential ingredient to the educational process. All activities are governed by District 228 policy. All athletic and academic competition is administered under the guidelines and jurisdiction of the Illinois High School Association (IHSA) and the South Suburban Conference (SSC). Participants in co-curricular activities will be required to abide by the DISTRICT 228 ACTIVITY/ATHLETIC CODE. Co-curricular activities are privileges extended by the district to students who wish to participate and who agree to meet the expectations of the code as well as the rules and regulations established for the respective activity. Meeting expectations, rules, and regulations allows for on-going participation in the particular activity. The failure to meet expectations, rules, or regulations may result in appropriate sanctions.

CLUBS AND ORGANIZATIONS – See Planner Calendar

*Membership in the National Honor Society is based on scholarship, service, leadership and character. Each component is considered essential in the selection process. To be eligible for election to membership, a student must have completed at least three semesters with a minimum 4.4 grade point average.

In addition to academic eligibility, a candidate must complete required background questionnaires and essays which list co-curricular activities and volunteer service. Academic eligibility does not guarantee membership. A faculty committee reviews and evaluates each candidate using the Society's tenets of scholarship, service, leadership, and character. Inductees must meet criteria in each area.

DISTRICT ATHLETIC TEAMS – See Planner Calendar

Individuals and teams competing in IHSA or SSC events, performing groups not enrolled in credit producing classes, student council members, and class officers must fulfill eligibility requirements and comply with all participation rules.

Co-curricular groups include but are not limited to Athletics, Band, Chess, Chorus, Class Officers, Drama, Flag Team, Group Interpretation, Mathletes, Scholastic Bowl, Speech and Student Council.

PARTICIPATION RULES:

1. **SCHOOL ATTENDANCE** - Students are required to be in school their entire day in order to participate in after school activities, practices, and contests. This requirement applies to Friday attendance for Saturday participation. Only the following reasons are acceptable exemptions:
 - a. Doctor's/Dentist's Appointments - Doctor's/Dentist's appointment card is required.
 - b. Funerals - Funeral notification card is required.
 - c. Court Dates - Appropriate signed documentation of court appearance is required.
 - d. Other reasons as approved by administration.
2. **SUSPENSION** - Any student who is suspended from school will be denied the privilege of participation until properly reinstated in school.
3. **TEAM/ORGANIZATION RULES** - Violation of specific approved and distributed team/organization rules other than those stated in the District 228 Activity/Athletic Code will be handled by the coach/supervisor in charge and the athletic/activity director.
4. **DISTRICT 228 ACTIVITY/ATHLETIC CODE** - Infractions of the District 228 Code by a participant during their high school career will be strictly enforced. IF A VIOLATION OF THE DISTRICT 228 ACTIVITY/ATHLETIC CODE OCCURS ON SCHOOL PROPERTY, THE PENALTY WILL BE ENFORCED IN ADDITION TO SCHOOL DISCIPLINARY ACTION.
5. **STUDENT HANDBOOK** - Serious or repeated violations of school rules and discipline guidelines may result in suspension or dismissal from extracurricular activities. Dismissals are subject to review of the appropriate administrator. Students who are suspended from school for disciplinary infractions may forfeit leadership roles (team captains and officers) for a period of time not to exceed the current school year.
6. **DOCUMENTATION** - Falsified information will disqualify a student from participation in an activity for the entire season.
7. **EQUIPMENT** - All equipment issued to a participant becomes the RESPONSIBILITY OF THE STUDENT TO MAINTAIN PROPERLY AND MUST BE RETURNED. A student must pay for any equipment damaged or not returned. All equipment and fines must be satisfied before student can participate in any other athletics/activity season.
8. **AWARDS** - Awards of recognition will be presented to participants who fulfill the requirements of each program. These awards are to be displayed in such a manner as to bring pride and respect to their school and program. All awards will be considered the property of the school until said participants graduate.

LOSS OF PERSONAL POSSESSIONS

All athletes are responsible for safeguarding any personal possessions brought into athletic locker rooms at any time. Athletes should be aware that the school is not responsible for personal items and the school will not pay for any personal items lost by students in athletic locker rooms.

NCAA ATHLETIC ELIGIBILITY

The student's counselor can assist with proper course selections. For more information check the following website: www.ncaaclearinghouse.net. Students must complete and transmit an NCAA Clearinghouse form on-line which is available at www.ncaaclearinghouse.net. This form should be completed at the 6th semester of high school completed.

ATHLETIC CONTESTS

Admission will be charged for football and boys' and girls' basketball contests. In addition, some tournaments assess an admission charge. All spectators must abide by the ethics of good sportsmanship. Evidence of drinking or use of drugs, use of obscene language or gestures, or disorderly conduct will not be tolerated. Failure of any person to abide by reasonable rules of conduct while on school property shall be deemed sufficient cause for removal and/or denial of admission to athletic and co-curricular events.

BOOSTER CLUBS

The various Booster Clubs of the district schools are extremely active with the athletic, academic and activity programs of each school. Various fund-raising projects, under the direction of parent Booster Clubs, have given financial assistance to numerous school programs. Parent involvement in the various clubs is encouraged, appreciated and much needed. Contact sponsors, coaches and directors for further information.

IHSA ELIGIBILITY RULES

For information on athletic eligibility rules pertaining to attendance, scholastic standing, residence, transfer, participation limitations, age, use of players, etc., please see the following website: www.ihsa.org.

PHYSICAL EXAMINATION: You must annually have placed on file with your principal, a certificate of physical fitness, including a doctor's stamp, signed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your

physical examination each year is good for only one year from the date of the exam. The physician's report must be on file with your high school principal.

DISTRICT 228 ATHLETIC/ACTIVITY CODE

INTRODUCTION

This code was developed because the administrators, coaches, advisors and staff are interested in the student as a whole person, not just as a competitor or participant in a sport or activity. Promoting healthy behavior now and in the future and the creation of a healthy environment are the district goals. Our philosophy is based on the concept of chemical health and a comprehensive response to chemical use issues and problems.

STATEMENT OF PHILOSOPHY

Bremen High School District 228 and the staffs of Bremen, Hillcrest, Oak Forest and Tinley Park High Schools strongly believe that those students in activities/athletics must conduct themselves as responsible citizens of their school and community. In order to foster such conduct, each school's administration will educate all of its students and enforce the ACTIVITY/ATHLETIC CODE, which will outline guidelines of conduct and behavior for co-curricular participants who serve as recognized representatives of their school.

District 228 high schools recognize that the use of mood-altering chemicals or other controlled substances is a significant health problem for all adolescents, resulting in negative effects upon the behavior, learning, and total social and physical development of each individual.

The close student contact in school-sponsored activities provides faculty and staff with the unique opportunity to observe, to confront, and to assist young people. Therefore, Bremen High School District 228 supports education and awareness training in adolescent chemical use and abuse, including the symptomatology of chemical dependency and the special issues affecting school activities for the administrators, faculty, staff, students and their families.

STATEMENT OF PURPOSE

1. To provide consistency with existing policy of the Bremen High School District 228 schools, to elevate standards of sportsmanship, and to encourage the growth of responsible citizenship among the participating students.
2. To emphasize the schools' concerns for the health of students and their safe participation in activities and in the long term physical and emotional effects of chemical use upon their health.
3. To promote equality and a sense of order and discipline among participating students.
4. To confirm and to support existing state laws which restrict the use of mood-altering chemicals, controlled substances, and/or tobacco.
5. To establish standards of conduct for those students who are role models among their peers.
6. To assist students who desire to resist peer pressure, which directs them toward the use of mood-altering chemicals, other controlled substances, and/or tobacco.
7. To assist students who should be referred for assistance or evaluation regarding their use of mood-altering chemicals, controlled substances, and/or tobacco.

CATEGORIES OF ACTIVITIES

1. All school-sponsored activities for which the Illinois High School Association sponsors interscholastic competition include the following: Athletics, Speech, Group Interpretation, Drama (Contest Play), Band, Chorus, Chess, Journalism (Newspaper and Yearbook), Mathletes, and Scholastic Bowl.
2. School activities which provide a leadership role for student participants such as Student Council Members, NHS Members, Editors, and Officers of any school organization.

CO-CURRICULAR EXPECTATIONS

During a student's four calendar years of high school (including summer), regardless of whether in or out of active participation, a student activity/athletic participant is expected to meet the following:

1. Participants must meet all academic and behavior guidelines and strive for excellence in academics as well as extracurricular activities.
2. Participants are representatives of their school and community. They should conduct themselves in a sportsmanlike and ethical manner and play by the rules at all times: be humble in victory and gracious in defeat.
3. Participants should abide by the decisions of, and show respect toward, game officials, supervisors, advisors, and judges who are charged with administering the contest or activity.
4. Participants are to respect the talent and efforts of peers, opposing participants, players, advisors, and coaches.
5. Participants shall not be involved in any activities involving harassment, hazing, or bullying and shall refrain from any racial, ethnic, or other prejudice.
6. Participants must meet all IHSA requirements.
7. Participants should be on time to, and regularly attend all meetings, practices, and contests: comply with all rules: and accept constructive criticism from supervisors, advisors, and coaches.
8. Participants must not use, be in possession of, use, sell, distribute, and/or be involved with tobacco, alcohol, marijuana, controlled substances or drugs not properly prescribed, or any other intoxicating substance, look alike drug, including steroids. Participants must not attend or host a party at which alcohol, tobacco, or any controlled or other improper substances are provided or at which the use of any such substances is permitted.

VIOLATION DOCUMENTATION

1. Student violation of expectations will be documented by staff and reported to the appropriate administrator (e.g. athletic director/assistant principal).
2. The student committing the violation will be contacted by the appropriate administrator regarding the documented violation.

VOLUNTARY ADMISSION

Voluntary admission or self-reporting of any violations may result in the penalty being reduced by half. Voluntary admission means that the student reports the violation to the administration, sponsor, or coach before information of the violation has been obtained by the school official or if the participant acknowledges the violation immediately upon initial questioning about the violation by the sponsor, coach, or other school official.

Penalties for violation of expectations are cumulative during a student's four calendar years of high school enrollment. A student who violates expectations while he or she is not in his/her co-curricular activity will follow the guidelines that are listed below.

1. The penalty will be applied in the next co-curricular sport/activity in which the student participates.

2. In order for a co-curricular sport/activity to qualify as the next full season, the student must complete that season in good standing. The penalty shall be served as prescribed and the season completed. If the student should fail to complete the season in good standing, the served suspension is void and must be served in the next season in which the student participates.
3. A student who participates in activities and athletics shall serve the designated penalty at the appropriate level in both areas.
4. Athletes must serve the suspension on the level at which they are most frequently competing.
5. Athletes may not compete at any level until a suspension is completed.

Type 1 Violation

Any act or behavior deemed to be of a serious nature by the school administration.

Consequences:

The principal or designee, athletic director or assistant principal, will determine the consequences based on the severity of the action by the student. This may include partial or complete suspension from participation and community service. Parents will be contacted by appropriate administrator.

Type 2 Violation

Use or possession of cannabis, mood-altering chemicals, and/or controlled substances.

Use or possession of an alcoholic beverage.

Hosting a gathering where underage drinking of alcoholic beverages, mood-altering chemicals, and/or illegal drugs is consumed.

Consequences:

1. First Offense
 - a. Violation is documented. Parent contact is made by the appropriate administrator.
 - b. Practice is permitted.
 - c. Student will be suspended for 20% of his /her games/activities immediately. This penalty can be reduced to 10% of games/activities by attending a substance abuse program (outside of school at parent's expense). Attendance will be documented by the athletic director or assistant principal for activities. In both cases, the student will meet with their guidance counselor to discuss substance abuse education.
2. Second Offense
 - a. Violation is documented. A parent meeting with the appropriate administrator is required.
 - b. Practice is permitted.
 - c. Student will be suspended for 50% of his/her games/activities immediately.
 - d. Student will meet with their guidance counselor and must attend a substance abuse program (outside of school at parent's expense).
3. Third Offense
 - a. Violation is documented. A parent meeting with the appropriate administrator is required.
 - b. Student will be suspended from all competitive activities, athletic games, and leadership roles for one calendar year (from date of offense).
4. Fourth Offense
 - a. Student is suspended from participation in any co-curricular activity for the remainder of his/her high school career.
 - b. A parent meeting with the appropriate administrator is required.