

Township High School District 211

Academy-South

Parent / Student Handbook 2018-2019



District 211 Academy-South
Higgins Education Center
1030 W. Higgins Road
Hoffman Estates, IL 60169-4200
Phone: 847-755-6640

Township High School District 211
G. A. McElroy Administration Center
1750 South Roselle Road
Palatine, IL 60067
Phone: 847-755-6600

*This handbook is intended to give parents and students an overview of the
District 211 Academy-South therapeutic day school.
Each student's IEP reflects the services and goals
that are provided on an individual basis.*

Program Administrator Jessica Orstead

Superintendent..... Daniel E. Cates

Township High School District 211 Board of Education

Mucia Burke, President

Will Hinshaw, Vice President

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Steven Rosenblum

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Edward Yung



If you require assistance while visiting District 211 Academy-South, please contact the program administrator's office.
For individuals who are deaf or hard of hearing, please access the following TTD/TTY telephone number: (847) 755-6654.



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DISTRICT 211 ACADEMY - SOUTH PHILOSOPHY

DISTRICT 211 ACADEMY - SOUTH MISSION STATEMENT

The mission of Academy - South is to establish a positive and supportive learning community in which we strive to foster the consistent fulfillment of high academic and behavioral expectations. We will facilitate the growth of positive peer and adult relationships, appropriate social skills, and the acceptance of personal responsibility for behaviors and choices. We expect that all members of the learning community will facilitate student transition into productive and constructive adulthood.

THERAPEUTIC SERVICES / SUPPORT

Academy - South students are provided therapeutic support each week through group and individual counseling. Academy - South's school psychologists are available each school day to provide additional support as needed. During group sessions, students will discuss a variety of topics such as anger management, problem solving, problem identification, school improvement, social skills training, and goal setting.

GOALS AND OBJECTIVES

One of the primary goals of the program is the reintegration of the student into the home school environment whenever appropriate. The IEP team reviews each student's progress at conferences, which are scheduled as often as needed, but no less than once a year. Reintegration may be recommended on a part-time or full-time basis. If no progress has been made towards reintegration, alternatives are considered. In addition, the program includes the following goals:

- Maintain a safe learning environment that promotes and facilitates academic excellence.
- Help students develop positive adult and peer relationships.
- Promote positive behavior through the Positive Peer Culture program.
- Support students' emotional needs to facilitate effective classroom learning.
- Provide support to parents to promote academic achievement and school attendance.

PROGRAM PHILOSOPHY

Academy - South utilizes the Positive Peer Culture model or "PPC." Positive Peer Culture is an intrinsic treatment and behavior management system. PPC is not a point system. Most problem behaviors are dealt with in the classroom and progress is documented through a level system and group meetings. The goal of PPC is to increase positive behaviors and assist students in achieving their identified goals. The basic philosophy of PPC is based on 3 principles:

- Adolescents respond to peers more readily than to adults.
- By helping others, one learns to help oneself.
- People will not change negative behavior if they are comfortable with it-being challenged motivates change.

GENERAL INFORMATION

ATTENDANCE

State law requires daily attendance at school. Success in school is linked closely with being in the classroom, joining in class discussion, and doing work on a regular basis. Only in the classroom can students take full advantage of classmates' ideas, teacher explanation of assignments, and other material that enriches learning. **There is no way to duplicate the classroom experience after a student has been absent.**

While daily attendance is required, students may occasionally miss school for the following reasons:

- Serious illness or death in the family (inform the school as soon as reasonably possible).
- Court appearance.
- Doctor or dental appointments.
- Pre-arranged college visits (must be made two days in advance).

If one of these situations occurs, parent(s) / guardian(s) should call Higgins Education Center at 847-755-6640 by 7:30 a.m. Please leave a message on the recording if necessary. The program administrator or designee will determine whether or not an absence is to be excused.

Parents are urged to schedule doctor/dentist appointments after 3:15 P.M. or on non-attendance school days. Work hours for those students with jobs should not be scheduled before the end of the established school day.

If students have excessive absences during the semester, students may audit the class but will lose the opportunity to earn credit for the course(s) in which they are enrolled, regardless of excused or unexcused absences. This determination will be discussed during a student IEP or team meeting. If absences exceed 15 days, parents may be required to provide a doctor's excuse/explanation.

In the case of excessive absences, the student's IEP team will work with parents to develop strategies and interventions to improve attendance. Included in the interventions are the possibility of truancy tickets issued by the Hoffman Estates Police Department and a special pick-up by district personnel and student group members. These pick-ups must be approved by the program administrator.

BUS BEHAVIOR

*Transportation is considered to be part of the school day. All students **must** take the transportation provided by the school.* Alternate transportation must be arranged with the approval of the program administrator.

Each student is assigned to a bus route. A student may ride only on the bus to which he/she is assigned. Students are expected to be ready to board their bus on time. Buses will not wait for tardy students. Regular school rules are in effect on the buses. Students engaging in any of the following behaviors are subject to disciplinary action:

- Smoking
- Fighting
- Failure to cooperate with the bus driver/bus supervisor
- Damage to property
- Boarding or debarking the bus at an unauthorized location
- Use of the emergency door in a non-emergency situation
- Throwing objects in the bus or through a window
- Riding an unauthorized bus

All students are to be seated and remain seated while the bus is moving. Continued inappropriate behavior or conduct that endangers the well-being of any student or the driver may result in a suspension from the bus. For the duration of any bus suspension, the student/family is responsible for arranging transportation to and from school. Arrangements should be coordinated with the program administrator.

If a student misses the school bus, he or she should immediately contact the school office at (847) 755-6640.

DAILY SCHEDULE

Classes begin at 9:10 a.m. and end at 2:58 p.m.

- Period 1: 9:10 – 9:58 – Academic
- Period 2: 9:58 – 10:46 – Academic
- Period 3: 10:46 – 11:34 – Academic
- Period 4: 11:34 – 12:22 – Academic
- Period 5: 12:22 – 1:12 – Lunch/Group
- Period 6: 1:12 – 2:00 – PE
- Period 7: 2:00 – 2:48 – Academic
- Period 8: 2:48 – 2:58 – Homeroom
- Period 9: 2:58 – Dismissal

DRIVER EDUCATION

There may be limited opportunity to take Driver Education at Academy - South.

EMERGENCIES

When a student becomes ill and must leave prior to the end of the school day parent(s)/guardian(s) must make arrangements with a responsible adult to provide transportation for the student. Academy-South staff is not responsible for transporting ill students.

In cooperation with local and State authorities, all precautions are taken for the safety and protection of students and staff.

Safety drills are held periodically, including fire, severe weather and lock downs. During any emergency or drill, it is important for students to follow directions from staff. Specific exiting directions are posted in all classrooms and hallways.

In the case of severe weather or other emergency, students will stay in the building in safe areas. They will not be released from school.

If school is not in session and severe weather or another emergency will cause school to be closed, parents are advised to listen to the radio or television, log on to the District 211 web site (www.d211.org). In the event of an emergency, please try to avoid calling the school as this will tie up emergency telephone lines.

COMMUNITY BASED EXPERIENCES

As part of the curriculum and level system privileges, students may have an opportunity to participate in community based experiences and service learning opportunities. A permission slip will be sent home a prior to the trip to inform parent(s)/guardian(s) of the relevant field trip information. Students who do not return the permission slip will not be able to attend the event.

FREE MEAL PROGRAM

Free or reduced-price meals are available to students whose families meet Federal guidelines. Applications for meal benefits are mailed to families each summer. Additional forms are available from the school. Application for meal benefits must be made each year. Questions about the program should be directed to Stacy Lenihan, Director of Food Services, at the G.A. McElroy Administration Center, 847-755-6680. Please be sure to specify that your student is enrolled at Higgins Education Center.

GRADING

The school year is divided into two semesters, each 18 weeks in length. Students receive in-progress grades at 6 and 12 weeks each semester.

In most courses, the semester examination represents 20%. In some designated courses, there is a final project and no examination. Only semester grades are recorded on a student's permanent record; the in-progress reports are informational reports.

The following is an explanation of the grading scale used on report cards:

A.....A superior grade for exceptional or outstanding work.

B.....A commendable grade for an above-average degree of accuracy and knowledge of the subject.

C.....A passing grade reflecting adequate and satisfactory performance.

D.....A passing grade reflecting below average work.

E.....A passing grade for demonstrating maximum effort and/or minimum skills.

FA failing grade indicating that no credit was awarded.

AUD.....Special permission to take a course for no grade and no credit.

EXC.....Excused for the grading period and/or from taking the semester examination.
Credit for the course may depend on any existing grades earned during the course.

PASSA passing grade for a course taken on a Pass/Fail basis. Credit is given but no grade point is recorded.

FAIL.....A failing grade for a course taken on a Pass/Fail basis. No credit is given and no grade point is recorded.

W/P.....Withdrew from course with passing grade. No credit is given and no grade point is recorded.

W/FWithdrew from course with failing grade. No credit is given, and grade point reduction is recorded.

SATSatisfactory grade.

INC.....Required work is incomplete. Students should discuss a schedule for completion of work with their teachers as soon as possible. Parents take special note! If work is not completed within an agreed time frame, the student may be ineligible to take a final examination and may fail the course by default.

–Following a letter grade indicates “minus” (i.e., “C-” means a low “C” grade).

+Following a letter grade indicates “plus” (i.e., “C+” means a high “C” grade).

STUDENT FINAL EXAMINATIONS

All students will be required to take final examinations. Seniors may qualify for an exemption from their last semester final examinations in all courses if the student: has at least a “C” average in the course; has fewer than six absences from the class; has never been truant from the class; has never been suspended from the class; and is not incomplete on assignments required by the teacher. Seniors who are not exempt from last semester final examinations will take their examinations at the regularly scheduled times for semester examinations.

WEIGHTED GRADES

High School District 211 provides colleges with a student’s grades computed two ways — weighted and non-weighted. This procedure allows colleges to select each student’s grade-point according to their standard practice for use in determining college admissions. Weighted grades are used for college admissions purposes and selection of academic scholars only.

PASS/FAIL GRADING

In most departments, the pass/fail method of grading is available for juniors and seniors who wish to explore subject areas for academic and personal enrichment without affecting their grade point average. A passing grade is any grade of “D-” or higher. The following guidelines are used for pass/fail grading:

- The pass/fail option is available in approved courses for junior and senior students only. (Counselors can identify approved courses.)
- The pass/fail option is not available in required courses.
- Only one pass/fail course per semester may be taken.
- Full credit, but no grade-point, is awarded for successful completion of a course taken with the pass/fail option.
- Students’ pass/fail permission forms must be signed and on file by the end of the 25th school day of the semester.
- Once students choose pass/fail, they may not change that option after the 27th school day of the semester.

GRADUATION REQUIREMENTS

Graduation requirements are the same at Academy - South as they are for all District 211 schools. To graduate a student must:

1. Complete 18 academic units of credit
2. Take a physical education course for each semester of attendance (or equivalent).
3. Successfully complete:
 - a) One unit in United States History and one unit in social science survey or government/economics.
 - b) At least three units of mathematics:
Students must complete three units of mathematics with at least one course at the 300-level or higher;
One of the three required units must be Algebra I, one unit must include geometry content, and at least one course must be at the 300-level or higher.
 - c) One unit of physical science and one unit of biological science.
 - d) One unit of foreign language, art, music or vocational education.
 - e) One-half unit of consumer education (or equivalent).
 - f) 30 hours of instruction in safety education (driver education classroom instruction).
 - g) Four units of English.
 - h) One-half unit of health.
4. Pass a qualifying examination on:
 - a) The State and Federal Constitutions.
 - b) The Declaration of Independence.
 - c) Use of the American Flag.
 - d) The Australian (secret ballot) method of voting.

HEALTH SERVICES / VISION & HEARING SCREENING

Higgins Education Center has an on-site nurse. The nurse provides record keeping and consultation services. If immediate medical attention is required, the school will call 911 emergency services. Decisions regarding a student's need to leave school due to illness will be made by the parent(s)/guardian(s), the program administrator, or the nurse.

School nurses conduct vision and hearing screenings for all freshmen, transfer students, and students receiving special education services. Most screenings are done in the fall of each school year. These screenings are not a substitute for a complete examination and evaluation by a doctor.

HOMEWORK

Academy – South students will be assigned math homework every day. Additional homework may be assigned based upon teacher discretion and /or student need.

I.D. CARDS

While at Higgins Education Center students will receive a District 211 I.D. card and lanyard. Students are expected to wear their I.D.'s at all times during school hours. If lost there will be a charge for replacements.

INDIVIDUALIZED EDUCATIONAL PLAN (IEP)

There will be an annual IEP meeting for each student to assess progress toward meeting the goals and objectives stated in his/her IEP. Additional meetings may be scheduled throughout the school year as needed.

LEAVING CAMPUS

Once students arrive at school they may not leave the school campus without permission from the program administrator or designee. The Hoffman Estates Police will assist Higgins Education Center personnel when students leave the building without permission. Other consequences may follow.

LOCKERS

Academy - South students do have lockers. Academy - South students are advised not to bring unnecessary personal items that may be lost or stolen, as Academy - South assumes no responsibility for these lost or stolen items. Only 6 personal items are allowed per student.

LUNCH KITCHEN POLICY

Students will have the option of purchasing meals provided by the district or the parents/guardians can apply for free or reduced meal eligibility. Student meals must be purchased in advance.

If parents purchase meals and their student will be absent, parents must call Higgins Education Center and notify the secretary of the absence no later than 7:30 a.m. or the meal will be charged to the student's account.

When the account is low in funds, parents will receive a phone call from Higgins Education Center.

Academy - South students have access to a kitchen area with use of a stove, microwave, toaster, refrigerator, and dishwasher. The use of these devices is considered a privilege and may be revoked if used inappropriately. Students are expected to bring a lunch everyday in order to maintain energy and good health. Students may not leave campus during the school day to buy lunch with the exception of program administrator approval.

MAKE UP WORK

Students are responsible for making up missed classwork. Teachers will schedule make-up time for tests and will develop a schedule for missed work due to absences. If a student is absent more than one day, parents are asked to give the teacher 24 hour notice before picking up assignments. Make up work from unexcused absences can be made up during Late Bus only. Any other arrangements for making up work from an unexcused absence must be arranged with the program administrator.

MEDICATIONS IN SCHOOL

Prescription and non-prescription medications will be given according to the High School 211 medication policy. Signed authorization from the student's physician and parent(s) / guardian(s) must be on file in the office. The Program Administrator, nurse or designee shall administer those medications that are necessary to maintain the student during school hours. Medication must be brought to the school in the original, labeled package and given to the program administrator, nurse or designee. Medications will be stored in a secure area in the office. At the end of the treatment regime, the parent(s) / guardian(s) will be responsible for removing any unused medication from the school. If not picked up by the end of the year, the program administrator, nurse or designee will dispose of the medications. Township High School District 211 retains the right to reject requests for the administration of medication.

PARENT COMMUNICATION AND RESPONSIBILITIES

The parents are expected to be aware and knowledgeable of the following:

- District and School policy and information within the home high school handbook including disciplinary and behavior management systems. (Copies of the home high school handbook is provided with Academy - South Handbook in the beginning of the year).
- Policies and practices outlined in the Academy - South handbook.
- Academic progress/graduation requirements.
- Class schedule and school related activities.

Parent(s)/guardian(s) are encouraged to email their student's case manager or classroom teacher to discuss progress or concerns. The classroom team will initiate phone/parent conferences when warranted.

PHYSICAL EDUCATION

Physical Education is provided through recreational activities that focus on the development of appropriate social skills and healthy exercise. During the PE periods students are transported by district vans to local parks and recreational centers to use equipment, fields, and gymnasium space. Students will earn credit in the day's activities by demonstrating positive participation, appropriate social skills, and sportsmanship. The following is a brief list of some of the typical physical education activities played at Academy - South:

Basketball	Walleyball	Volleyball
Indoor Soccer	Softball	Frisbee Golf
Flag Football	Tennis	Power Walking
Bowling	Outdoor Soccer	Team Building

In order to fully enjoy the sports and recreational activities facilitated in the PE program, students are expected to adhere to the following policies:

1. Follow all bus rules while traveling to PE sites
2. Stay off of the playground equipment
3. Be prepared for physical activity with appropriate footwear/clothing
4. Follow all staff directions while in public.

POSITIVE PEER CULTURE (PPC)

Academy - South utilizes the Positive Peer Culture model or “PPC”. Positive Peer Culture is an intrinsic treatment and behavior management system. PPC is not a point system. Most problem behaviors are dealt with in the classroom and progress is documented through a level system and group meetings. The goal of PPC is to increase positive behaviors and assist students in achieving their identified goals. The basic philosophy of PPC is based on 3 principles:

1. Adolescents respond to peers more readily than to adults.
2. By helping others, one learns to help oneself.
3. People will not change negative behavior if they are comfortable with it—being challenged motivates change.

PPC utilizes a 4-level system. Group members are on Level 1 as soon as they have shared their “school story” with their group. After being “on level” for two weeks, students can request a level change from their group. All student groups meet during the last period of the school day to review their day and their progress. Students do not move down levels for poor behavior, but, they may be “off of their level” if their behavior is not consistent with the requirements of their current level. Group bonus rewards are for students who are “on level.” On Level 3, the discussion of reintegration or returning to their mainstream school can begin. Consistent Level 4 behavior is typically expected for students before they can return to their home high school. Ultimately, reintegration decisions are determined through the IEP meeting process. In addition to maintaining Level 4 status and displaying consistent Level 4 behaviors, terms for reintegration include:

1. No major discipline referrals or need for physical management for a minimum of 12 weeks.
2. Maintain 90% attendance for a minimum of 12 weeks with no unexcused absences.
3. Maintain passing grades of “C” or better in all subject areas.
4. Demonstrate progress toward individual behavior goals.

TARDINESS

A student is tardy if not in assigned classroom at the sound of the bell, leaves class without permission, or refuses to go to class. When a student is tardy, he/she must get a pass or process with a staff member before entering/re-entering the class. *If the student accumulates excessive tardies, a late bus OR detention may be assigned.*

TRANSPORTATION / BUS SERVICES / DRIVING POLICY

Academy-South students are transported to and from school on district and school provided vans and buses. Students are expected to take the district provided transportation. Exceptions to this must be approved by the program administrator. Students may not drive to or from school with the exception of program administrator approval. Students will be assigned an A.M. Pick-up time. Buses will wait 2 minutes beyond a student’s pick-up time. *Higgins Education Center is not expected to call students when buses arrive.*

VISITORS

Any visitors must sign-in at the front office. Although we thoroughly enjoy visiting with former students, visits are only welcome before normal school hours with permission. We ask graduated seniors to wait until the end of 1st quarter to arrange visits.

WITHDRAWING FROM SCHOOL

The procedure for withdrawing from school is:

- Obtain written parent(s) / guardian(s) approval.
- Discuss reasons for leaving school with a counselor or staff member.
- Return to the school all property owned by the school, including but not limited to: textbooks, library books, and school identification.

A student transferring to another school will have an official transcript of credits and disciplinary records mailed to the new school when all obligations to High School District 211 have been met and parent(s) / guardian(s) have signed a transcript release form.

PROGRAM RULES & REGULATIONS

ACADEMIC DISHONESTY

Academic dishonesty refers to cheating, copying, plagiarizing, or otherwise representing the work of others as one's own through verbal, written, graphic, electronic, or other means. Forms of academic dishonesty include, but are not limited to, the following:

- looking at another student's answers, or using a "cheat sheet" during a test; or, providing other students with the means to copy answers;
- downloading material from an online source and representing it as one's own without citing sources or crediting the author;
- copying in any form another person's computer program or software file and representing it as one's own;
- submitting work received through purchase or transfer as one's own;
- copying text in any form from a source, without proper citation, and submitting as one's own
- altering by any means, or attempting to alter, course grades, test grades, rank in class, grade point averages, credits earned, or other confidential information about oneself or others;
- acquiring and/or disturbing tests, answers to tests, answer keys, class projects, research papers, reports, or school-owned materials through verbal, written, graphic, electronic, or other means for the purpose of giving unfair advantage to oneself or others.

Students determined to have been academically dishonest are subject to disciplinary action. Depending on the severity of the offense, the number of offenses, the impact on other students and teachers, and/or the curriculum, students may lose credit for a project or test, lose class or course credit, be suspended pending a parent conference, or be recommended for expulsion.

BULLYING/HARASSMENT

Township High School District 211 believes in providing all students equal access to a safe learning environment in curricular and extracurricular programs by preventing students from engaging in bullying behaviors, identifying disruptive bullying acts, and intervening should bullying occur.

State law expressly prohibits bullying in schools.

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

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the District or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

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

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. *Cyberbullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing

impersonation of another person as the author of posted content or messages if the creation of impersonation creates any of the effects enumerated in the definition of *bullying*. *Cyberbullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying*.

Bullying may take various forms, including without limitations one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

Students who believe they have been the subject of bullying are encouraged to report the matter immediately to the program administrator. Students may choose to report to a person of the student's same gender. Anonymous reports are also acceptable. All schools maintain an anonymous electronic Safety Concern Center on their school's websites as well as a telephone tip hotline to report incidents of bullying. An administrator will investigate the complaint as soon as possible or appoint a qualified person to undertake the investigation on his or her behalf.

COMPUTER NETWORK USE FOR STUDENTS

Computers and iPads are provided for student use in a variety of applications in the classroom. Students may use computers/iPads for:

- A. School related assignments
- B. Accessing school-approved software
- C. Internet research under the supervision of a staff member
- D. Independent Internet research with parent permission
- E. Printing assignments or class-related information

Unacceptable uses of the computer network are:

- A. Accessing or distribution of abusive, obscene, or threatening material
- B. Accessing system or unauthorized software such as, but not limited to network resources, control panels, and printer settings
- C. Accessing other student's electronic storage, disks, or documents
- D. Copying, installing, or downloading unauthorized software
- E. Turning off virus protection
- F. Vandalizing technology equipment

Violations of these conditions or others prescribed by the High School District 211 Computer Acceptable Use Policy may result in a referral to an administrator, suspension of computer privileges, loss of credit, or other disciplinary action if deemed appropriate. The entire Computer Network Use Policy for Students can be viewed online at www.d211.org/studentuse.html.

Notification for Social Media Password Requests

State law 105 ILCS 75/15 stipulates that school authorities may require a student or his/her parent/guardian to provide passwords or other related account information in order to gain access to students' social media account or profile. This request would only be as result of an administrator's reasonable suspicion that the student's social networking account contains evidence that a violation of a school rule has occurred.

DETENTION-IN SCHOOL SUSPENSION

Primarily, students are assigned an in-school detention or suspension as a consequence for inappropriate conduct. Failure to serve a detention or in school suspension appropriately, can lead to an out of school suspension.

DISCRIMINATION

Students and staff have a right to learn and work in an environment in which all are respected and valued. Such an environment is free of all forms of harassment and discrimination due to race, sex, religion, ethnicity, national origin, or disability.

It is the policy of High School District 211 to prohibit discrimination. It is your right to be treated fairly. Any student who violates the policy will be suspended for up to five (5) days, or may face expulsion.

It is a violation of this policy to:

- Make stereotypical or demeaning remarks. Such remarks included name calling, racial slurs, or "jokes" pertaining to one's race, sex, religion, national origin, or disability

- Display or circulate written or visual materials in which the language or conduct:

- a. results in a substantial interruption of school or school activities, or
 - b. creates a hostile, intimidating, or offensive environment that interferes with or disrupts any student's right to fully participate in school or activities.

- Deface school property or materials with the intent to demean.

- Damage, deface, or destroy the private property of an individual.

- Make threats which harass or intimidate another person

- Physically threaten or harm someone

Students who believe they have been the object of harassment or discriminatory behavior may report their complaints by:

- Directly telling the alleged harasser to stop the offensive behavior

- Notifying a teacher, counselor, or administrator who shall report the incident to that affected student's principal program administrator.

DRESS CODE

Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. Specifically, the following is prohibited at school or at school-sponsored events:

- a. Clothing which depicts tobacco, alcohol, or illegal substances in any way.
- b. Clothing which depicts graphics or wording with sexual, vulgar, lewd, or indecent meanings or connotations, or clothing which by community standards is indecent for purposes of educational and school activity. Students must be adequately clothed.
- c. Clothing which identifies one with a gang or with a group whose purpose or effect is to interfere with the operation of the school or school activities or with the safety and security of students and staff.
- d. Coats, jackets, blankets, caps, bandanas, "do-rags," and hats are inappropriate in an educational institution and threaten the educational process and compromise safety. They may not be worn anywhere in the school during the school day (except as required for religious or medical purposes). This policy, also enforced during summer school, is established to ensure the health, security, and safety of students.

- e. Clothing or accessories that may damage school property or be readily used as a weapon.
- f. Clothing with graphics or wording which depicts violence.

Students who do not comply with the student appearance policy are subject to disciplinary action. Depending on the severity of the offense, the number of offenses, and the interference or threat of interference with the operation of the school or the safety and security of students or staff, students may be warned, asked to change the objectionable clothing, suspended from school pending a parent(s) / guardian(s) conference, and/or recommended for expulsion. As used in this policy, the word “clothing” includes accessories such as rings, earrings, necklaces, purses, backpack, chains, and shoes. The Superintendent or Designee may develop administrative regulations and/or school rules which facilitate implementation of this policy, including identification of particular types of clothing deemed to violate this policy.

School administration reserves the right to make judgment as to whether a student’s clothing is consistent with District standards.

ELECTRONIC DEVICES

Appropriate use of electronic devices can enhance and improve student learning opportunities. Students are permitted to possess and utilize District-owned or personal electronic devices while on school property. Students are permitted to utilize electronic devices in a classroom or other instructional setting when such use is directly associated with an academic purpose and is authorized by the classroom teacher. A teacher may restrict the use of or access to electronic devices depending on the nature of a given assignment. Student use of electronic devices without authorization from a teacher or other staff member, in an unauthorized location, for an unauthorized purpose, or in violation of the District’s student conduct policy may result in disciplinary action as outlined in the student conduct policy. Electronic devices – whether personal or provided by the District – are subject to search by school personnel as permitted by law and District policy. Refusal to comply with a staff member’s request may result in the confiscation of the device.

Personal electronic devices are allowed to be used by Level 3 and 4 students at Academy-South. Until reaching Level 3 or 4, students must surrender electronic devices upon arrival to the school. These devices will remain locked in a secure location until dismissal.

EXCESSIVE SHOW OF AFFECTION/PHYSICAL CONTACT

Physical demonstrations of affection are inappropriate in school. Due to the needs of the population at Academy – South, we adhere to a “no touch” policy while at school.

EXPULSION

The Board of Education may expel a student for gross disobedience or misconduct for a definite period of time not to exceed two calendar years. A student may be suspended for up to a maximum of 10 school days pending action on the recommendation of the administration to expel. Due process will be observed.

Expulsion Procedures

1. Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by a hearing officer appointed by the Board of Education. The hearing officer shall

report the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.

2. During the expulsion hearing, the student and his or her parent(s)/guardian(s) may be represented by counsel, present witnesses and evidence, and cross-examine witnesses. At the expulsion hearing, the hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After receipt of the hearing officer's written summary of the evidence, the Board shall decide the issue of guilt and take such action as it finds appropriate.
3. In lieu of a recommendation of expulsion, the student may be administratively transferred to an alternative school established under the Safe Schools Act (105 ILCS 5/13a) where appropriate.

All transfer students serving terms of suspension or expulsion from any public or private out-of-state or Illinois school must serve the entire duration of the suspension or expulsion before enrolling in District 211.

FALSE FIRE ALARMS

A fire alarm intentionally set off by a student is a serious offense and endangers the safety of students and employees. A student guilty of such an offense will be recommended for disciplinary action and subject to arrest.

GANG RELATED ACTIVITIES

No student shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other thing, which is evidence of membership or affiliation in any gang. Color combinations of red/black, blue/black, gold/black are considered inappropriate for school. Prohibited color combinations may change at any time.

No student shall commit any act or omission, or use any speech, either verbal or nonverbal (gesture, handshakes, etc.) showing membership or affiliation in a gang.

No student 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:

- Soliciting others for membership in any gang
- Requesting any person to pay protection or otherwise intimidating or threatening any person
- Committing any other illegal act or other violation of school district policies
- Inciting other students to act with physical violence upon any other person.

Students will surrender any materials determined to be gang related by the Academy - South staff.

Students engaged in any gang related behavior, which may include recruitment, intimidation, or threat to safety may be subject to suspension and referral to law enforcement agencies. Continued misconduct of a gang-related nature shall result in a meeting with parents and school officials.

GROSS DISOBEDIENCE OR MISCONDUCT

Gross disobedience or misconduct can occur at school or school activities, on or off school property, on a school bus, at a school-sponsored function, at a school-related event, or at an event reasonably related to school.

The *Illinois School Code* states that students may be suspended or expelled for gross disobedience or misconduct.

Types of behavior that are considered gross disobedience or misconduct include, but are not limited to:

- Repeated or willful behavior which shows disregard for school rules and regulations.

- Insubordination to any school personnel (administrators, teachers, and all non-certified staff).

- Acts that endanger or harm the health, safety, and welfare of others.

- Behavior in which the student tries to harass, intimidate, or frighten, directly or indirectly, any school employee or student.

- Sexual harassment or assault of any student or school personnel.

- Fighting or assaulting any person.

- Direct threat against the life of a staff member.

- Hazing, bullying, or taunting.

- Use of profane or obscene language.

- Excessive truancy, tardiness, or class-cutting after warnings.

- Theft, destruction of property, or possession of stolen property belonging to the school, staff, or other students.

- Unauthorized access or misuse of a computer program or network, and/or any off-campus creation or use of Internet web pages or e-mail which materially or substantially interferes with, disrupts, or deleteriously affects any staff member, student, or the educational process.

- Use of electronic school devices during the school day.

- Possession, use, sale, or distribution of any intoxicant, alcoholic beverage, "look-alike" drug, or narcotic, or exhibiting the odor of alcohol or any illegal drug, narcotic, or controlled substance. This prohibition includes any attempt to sell or solicitation to obtain an illegal substance.

- Possession, control, transfer, use or attempt to use, threat to use, conspiracy to use, or aiding or abetting use of a weapon. For purposes of this policy, a weapon includes guns, rifles, shotguns, knives, brass knuckles, billy clubs, bombs, flares, smoke bombs, explosives or incendiary devices, any item defined by applicable federal or state law as a weapon, and look-alikes with these types of items. Such items as baseball bats, tools, bottles, locks, sticks, pencils, or pens also will be considered weapons when used or attempted to be used to cause bodily harm.

- Attempt to use includes any threat to use.

- Participation in games of chance.

- Commission of a felony.

- Act(s) of arson.

- Gang activity. A "gang" means any on-going organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts or acts in violation of school rules, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in, or have engaged in, a pattern of criminal gang activity or activity relating to the violation of school rules. Gang activity includes, but is not limited to, any act in furtherance of the gang and possession or use of gang symbols, such as drawings, hand signs, and attire.

- Bomb threat.

- Setting off a false fire alarm.

Possession and/or use of any laser device.

Any student behavior or activity that actually causes or reasonably forecasts the occurrence of substantial disruption or interference with school or school activities.

Any act or activity involving the possession, use, threat to use, or threat to possess an object or substance or look-alike which is harmful or threatening to the health and safety of others. This includes such substances as biological agents and objects and substances commonly associated with terrorist activities, as well as threats of bombs or other violence and false fire alarms.

HAZING

Hazing includes any humiliating or dangerous activity expected of a student in order to join a group, activity, sport, or club regardless of that student's willingness to participate. Hazing is a violation of the Athletic and Competitive Activity Policy, as well as Board of Education Policy. Penalties may include suspension or expulsion from school, as well as suspension or expulsion from athletic and competitive activities.

LATE BUS

For students who need additional academic support, a late bus may be provided. The late bus may be used for: make-up work resulting from absence; make-up work resulting from work refusal; or for tutoring.

The program administrator will determine when a student will stay for the late bus. Parent(s) will be contacted before a student stays for late bus sessions. The late bus will depart from Higgins Education Center 45 minutes after student dismissal.

MANDATE TO REPORT CLEAR AND PRESENT DANGER

As a component of legislation pertaining to the legal right of individuals to carry a concealed weapon, Illinois State Law also requires school personnel to report to the Illinois State Police any person determined to pose a "Clear and Present Danger." Any student may be considered to pose a Clear and Present Danger if the individual demonstrates threatening physical or verbal behavior; violent, suicidal, or assaultive threats; or other actions or behaviors deemed potentially dangerous by school personnel. Upon making this determination, school personnel will notify the student's parent(s) of the potential danger and will submit documentation to the Illinois State Police. It is important that parents and students understand the legal mandate that compels school personnel to report behaviors deemed to pose a clear and present danger.

PHYSICAL CONTROL

It is the policy of District 211 Academy - South to manage student behavior through positive means and through systematic steps that will eliminate the need for physical control. However, under circumstances where imminent danger to other students, staff, and/or self exists, physical control techniques will be utilized until the student can maintain safety. When physical control techniques are employed, staff will use the minimal amount of force necessary to control the student, ensure student/staff safety, and protect property. Circumstances requiring the physical control of a student include, but are not limited to the following:

1. If a student is engaging in any physically or verbally aggressive

behaviors which threaten the safety of self or others at any location in the school building, its adjacent grounds, or on the school bus, he/she will be physically removed from the area and placed in a supervised setting.

2. If a student is engaging in self-injurious behavior, or if a student appears to be emotionally or physically out of control to the extent that he/she is likely to injure self or others, he/she will be physically managed and placed in the supervised setting.
3. If a student is engaging in an act of destruction of school property or the property of staff or other students, he/she will be physically managed and placed in the supervised setting.

Physical control interventions include the following procedures: physical guidance, physical blocking, physical assistance, and control techniques. All District 211 Academy - South staff are trained in the proper, safe uses of physical control techniques under the Crisis Prevention Institute model.

When a student has been physically controlled, the parent/guardian will be contacted by the program administrator designee on the same school day. If the parent/guardian cannot be reached, a notice will be sent to the home on the same school day.

PRANKS

Students who commit acts of vandalism, disruptive behavior and/or engage in gross misconduct will be subject to a range of sanctions and penalties as listed below, up to and including expulsion. Students who commit such behaviors, or act in concert with others who do by arranging, planning, devising, and/or participating in the behavior by mutual understanding and with knowledge and consent, may be subject to any or all of the following disciplinary actions, depending upon the nature and severity of their behaviors:

- Exclusion from any special event(s) organized for the senior class (example: prom, senior breakfast, dances, etc.)
- Exclusion from any athletic contest(s) or activity program(s)
- Athletic/activity board review, if applicable
- Exclusion from final examination exemption
- Exclusion from graduation exercises
- Restitution
- Suspension
- Expulsion

RESPIRATORY SENSITIVITY

Use of fragrances including perfumes, colognes, or hair sprays can cause difficulties for individuals who suffer from asthma or other respiratory illnesses. Students should minimize use of fragrances and consider others when using these products.

SEARCH & SEIZURE

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities will search students and their belongings, upon arrival to District 211 Academy - South. Staff may seize contraband materials discovered in the search in accordance with Illinois law and the authority and guidelines established by the United States Supreme Court, and other federal law, state law, and school policies and procedures.

Students are protected by the fourth amendment to the U.S. Constitution from unreasonable searches and seizures. Unlike police, school officials do not need a

warrant to search a student. However, searches of students by school officials must be (1) justified by the existence of reasonable grounds for suspecting a rules violation, and (2) reasonable in scope and not excessively intrusive.

School staff may search a student and/or the student's personal effects when there are reasonable grounds for suspecting that the search will produce evidence that a particular student has violated or is violating either the law or the rules of the Higgins Education Center. The search is to be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

School officials may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by a student without notice to or the consent of the student at any time and on a general area-wide basis. School officials may request the assistance of law enforcement authorities for the purpose of conducting inspections and searches of lockers, desks, parking lots, and their school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or material, including searches conducted through the use of specially trained dogs.

If a search produces evidence that the student has violated or is violating either the law, local ordinance, or the District 211 Academy - South policies or rules, such evidence may be seized by school authorities, and disciplinary action may be taken. School officials may also turn over such evidence to law enforcement authorities.

Students who refuse to cooperate or fully comply with the terms of a search conducted by school personnel may be determined to have violated the student conduct policy.

SEXUAL HARASSMENT

The Board of Education has adopted policies that prohibit sexual harassment in its schools. The policies define forms of verbal or physical sexual conduct that constitute sexual harassment.

The school has a responsibility to provide students with a learning environment free from sexual advances, requests for sexual favors, demeaning or insulting sexual remarks or conduct, and forced physical contact of a sexual nature.

Conduct which has the effect of creating a hostile or offensive environment might include sex-oriented verbal joking, teasing, questions, anecdotes, or offensive personal remarks of a sexual nature. Any student who abuses another student through any sexually harassing conduct or communication shall have violated the policy whether such conduct occurs on school grounds, at school events, or on the school bus. Depending on the incident, violators of the policy can either be suspended from school for a period of up to five (5) days or face expulsion.

A student who feels he or she has been sexually harassed by any person should report the complaint by (1) directly telling the alleged harasser to stop his or her offensive behavior;

and/or (2) complaining to a teacher, counselor, or administrator who shall report the matter immediately to the program administrator. Regardless of how the student chooses to report the

alleged sexual harassment, a student's good faith action in reporting will not adversely affect the student's education, grades, curriculum, or record. However, if a student or witness is found to have been intentionally dishonest in making a report, the student or witness shall be subject to discipline.

SMOKING & TOBACCO

Students may not smoke, possess, or use tobacco or any "look-alike" tobacco substance in any form anywhere on school property. This policy applies to all tobacco derivatives and applies before, during, and after school hours.

SUSPENSIONS

Students can be suspended from school for continued misbehavior or a single act of gross disobedience or misconduct for a maximum of 10 school days. A suspended student is not permitted in school or on school grounds during the day, in the evening, or on a weekend while the suspension is in effect. In addition, students are not permitted to attend work/study jobs. A parent conference is necessary for a student to be readmitted to school after suspension. Students are responsible for make-up work. There will be no grade reduction for work turned in on the first day the student returns to class.

Suspension Procedures

1. Before suspension, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. When the students' presence poses a continuing danger to persons or property or an on-going threat of disruption to the educational process, a pre-suspension conference is NOT required and the student can be immediately suspended. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the students' parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule which was violated, and a notice to the parent(s)/guardian(s) of their right to a suspension review hearing.
4. When parent(s)/guardian(s) disagree with a suspension, the parent(s)/guardian(s) may seek to appeal the suspension to the principal. Should the parent(s)/guardian(s) not be satisfied with the outcome of an administrative appeal with the principal, the parent(s)/guardian(s) may request a formal hearing to review the suspension in accordance with established Board of Education policies for such hearings.

Upon written request of the parent(s)/guardian(s), a formal review of the suspension shall be conducted and hearing will be held. At the hearing, the students' parent(s)/guardian(s) may appear and discuss the suspension with the hearing officer appointed by the Superintendent. The student may be represented by counsel. After presentation of the evidence by the student and school, the hearing officer will prepare a written summary of the evidence for the Board of Education. After review of the hearing officer's report, the Board shall take such action as it finds appropriate.

TELEPHONE USE

Students may use the telephone in the office with staff permission *for emergency reasons*. Students are not allowed to accept phone calls during the school day. If parents need to communicate with students, the program administrator should be contacted.

VANDALISM

A student who vandalizes or abuses school property may be suspended pending a parent(s) / guardian(s) conference. The length of the suspension will be determined at the conference. The student must pay for the damage and may face expulsion proceedings.

STUDENT RESPONSIBILITIES

STUDENT TEXTBOOKS

While at Higgins Education Center, students are provided with textbooks and other curriculum workbooks. These books are checked out to the student and the student is responsible for them throughout his/her placement at Academy - South. **The student is responsible for returning the textbooks/workbooks or other materials that belong to the home school to the appropriate teachers at the home school. It's not Academy - South's responsibility to return these materials.** Failure to return textbook materials to the appropriate school may result in fines and the school may withhold the student's report card until the fines are paid.

CLASSROOM MATERIALS

High school students are expected to be prepared for school with appropriate materials. The following is a suggested list of materials that would be important to have available while at Academy - South:

- Pens
- Pencils
- College rule paper
- 3-Ring binders
- Single subject spiral notebooks
- Sets of dividers for binders
- Highlighter markers
- Glue sticks

On the first day of school, teachers will provide a more specific list of supplies for their respective classes.

Students are allowed to bring only school related items to school. Personal items such as grooming items are limited to 6 items per student.

PARENTS RIGHTS REGARDING SPECIAL EDUCATION

As a parent(s) /guardian(s) of a child who will be receiving special education services, you have certain rights which are safeguarded by state and federal statute. At each IEP meeting, you will receive "An Explanation of Procedural Safeguards" information guide that describes your rights in detail. This information can also be available at anytime by contacting the school.

TOWNSHIP HIGH SCHOOL DISTRICT 211

DISTRICT 211 BUILDINGS

G.A. McElroy Administration Center – 847/755-6600
1750 South Roselle Road, Palatine, Illinois 60067-7379
Daniel Cates, Superintendent
Renee Erickson, Director of Special Education
Mary Pat Krones, Assistant Director of Special Education
Kara Prusko, Assistant Director of Special Education
adc.d211.org

Palatine High School – 847/755-1600
1111 N. Rohlwing Road, Palatine, Illinois 60074-3797
Gary P. Steiger, Principal
phs.d211.org

William Fremd High School – 847/755-2600
1000 S. Quentin Road, Palatine, Illinois 60067-7099
Kurt Tenopir, Principal
fhs.d211.org

James B. Conant High School – 847/755-3600
700 East Cougar Trail, Hoffman Estates, Illinois 60169-3659
Julie Nowak, Principal
chs.d211.org

Schaumburg High School – 847/755-4600
1100 W. Schaumburg Road, Schaumburg, Illinois 60194-4197
Tim Little, Principal
shs.d211.org

Hoffman Estates High School – 847/755-5600
1100 W. Higgins Road, Hoffman Estates, Illinois 60195-3098
Joshua Schumacher, Principal
hehs.d211.org

District 211 North Campus – 847/755-6700
335 E. Illinois Avenue, Palatine, Illinois 60067
Francesca Anderson, Program Administrator

District 211 Higgins Education Center – 847/755-6640
1030 W. Higgins Road,
Hoffman Estates, IL 60169-4200
Jessica Orstead, Program Administrator

DISTRICT 211 HIGGINS EDUCATION CENTER

SCHOOL CALENDAR – 2018-2019

First Semester		
Wednesday	August 8, 2018	TEACHER INSTITUTE DAY – no classes
Thursday	August 9, 2018	TEACHER INSTITUTE DAY – no classes
Friday	August 10, 2018	TEACHER INSTITUTE DAY – no classes
Monday	August 13, 2018	Opening Day of School
Tuesday	August 21, 2018	EARLY RELEASE DAY (LS)
Thursday	August 30, 2018	Open House – Early Release for Students
Monday	September 3, 2018	LABOR DAY - no school
Tuesday	September 4, 2018	EARLY RELEASE DAY (LS)
Tuesday	September 18, 2018	EARLY RELEASE DAY (LS)
Monday	October 2, 2018	EARLY RELEASE DAY (LS)
Monday	October 8, 2018	COLUMBUS DAY - no school
Wednesday	October 10, 2018	College Night – Early Release for Students
Tuesday	October 16, 2018	EARLY RELEASE DAY (LS)
Tuesday	November 6, 2018	EARLY RELEASE DAY (LS)
Wednesday	November 21, 2018	Non-Attendance Day – no school
Thursday	November 22, 2018	THANKSGIVING HOLIDAY – no school
Friday	November 23, 2018	THANKSGIVING HOLIDAY – no school
Wed-Thurs-Fri	Dec 19, 20, 21, 2018	Semester Finals
Friday	December 21, 2018	Winter vacation begins at close of school
Second Semester		
Monday	January 7, 2019	TEACHER INSTITUTE DAY - no classes
Tuesday	January 8, 2019	Opening day of second semester
Monday	January 21, 2019	Martin Luther King Jr Day – no school
Tuesday	January 22, 2019	EARLY RELEASE DAY (LS)
Tuesday	February 5, 2019	EARLY RELEASE DAY (LS)
Tuesday	February 19, 2019	EARLY RELEASE DAY (LS)
Tuesday	March 5, 2019	EARLY RELEASE DAY (LS)
Tuesday	March 19, 2019	EARLY RELEASE DAY (LS)
Friday	March 22, 2019	Spring vacation begins at the close of school
Monday	April 1, 2019	First day after Spring Break
Tuesday	April 9, 2019	PSAT 8/9, PSAT 10 & SAT Exam Administration
Tuesday	April 16, 2019	EARLY RELEASE DAY (LS)
Thursday	May 16, 2019	Graduation Ceremony
Friday	May 17, 2019	Service Awards Ceremony – EARLY RELEASE DAY
Wed-Thurs-Fri	May 22, 23, 24, 2019	Semester Finals
Friday	May 24, 2019	Last day of school

*Early Release (LS) dismissal time is 12:30 for New Endeavors high school students and 1:40 for Academy-South high school students. Transition classes do not dismiss early on (LS) days.

Parent/Student Review

I have received the Academy-South Parent/Student Handbook. I understand that I will be required to comply with the rules and regulations of the Academy-South program as well as with District 211's disciplinary rules.

Student Signature DATE

I have received and reviewed with my student the Academy-South Parent/Student Handbook. I understand that my child is expected to comply with the rules and regulations of the Academy-South program as well as with District 211's disciplinary rules.

Parent/Guardian Signature DATE