

# Township High School District 211

## Alternative Learning Academy

Parent / Student Handbook 2021-2022



**Alternative Learning Academy**  
335 E. Illinois Avenue  
Palatine, Illinois 60067  
Phone: 847-755-6700

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

School hours 7:30 a.m. to 3:30 p.m.  
Student hours 7:45 a.m. to 1:33 p.m.

*This handbook is intended to give parents and students an overview of the Alternative Learning Academy alternative therapeutic day school.*

*Each student's Individual Optional Education Plan reflects the services and goals that are provided on an individual basis. The District 211 discipline guidelines provide the official document for student behavior expectations and consequences. However, due to the unique program needs of the Alternative Learning Academy students, it was necessary to create this supplement to the District 211 guidelines*

*Program Administrator .....***Francesca Anderson**

*Superintendent.....* **Dr. Lisa Small**

## **Township High School District 211 Board of Education**

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If you require assistance while visiting District 211 Academy-North, 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 ALTERNATIVE LEARNING ACADEMY PHILOSOPHY

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## TOWNSHIP HIGH SCHOOL DISTRICT 211 MISSION STATEMENT

Township High School District 211 serves the educational needs of the community inspiring all students to successfully contribute to the world.

## ALTERNATIVE LEARNING ACADEMY VISION STATEMENT

The vision of the Alternative Learning Academy is to utilize the strengths of each individual to create a self-empowered community in order to guide students in a direction of positive change.

## GOALS AND OBJECTIVES

The District 211 Alternative Learning Academy network serves students from grades 9 through 12 who are eligible for suspension or expulsion, or who have been suspended or expelled due to gross misconduct. The desired outcomes for students participating in the program are:

- Students will acquire skills for successful group interaction, communication, problem solving, conflict resolution, decision making, increase of self-worth, and acceptance of responsibility
- Students will transition back to the regular school environment, acquire a high school diploma, or transition to further education training, or employment
- Students will gain the education and skills necessary to secure jobs and become productive members of society in an increasingly competitive economic environment
- Students will advance their decision making ability to eliminate behaviors associated with suspension and expulsion

## THERAPEUTIC SERVICES/SUPPORT

Alternative Learning Academy students are provided with therapeutic support weekly through group and individual counseling. Additionally, the Alternative Learning Academy therapeutic team is available each day to provide additional support as needed. During group sessions, students will be taught several strategies on topics such as anger management, problem identification, problem solving, academic improvement, social skills training, and goal setting.

## GENERAL INFORMATION

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### 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:

## ATTENDANCE (Continued from pg. 1)

- Serious illness or death in the family (inform the school as soon as reasonably possible).
- Doctor or dental appointments.
- Pre-arranged post-secondary visits
- Court appearance

If one of these situations occurs, contact the Alternative Learning Academy at 847-755-6700 by 8:00 a.m. and speak to the receptionist or leave a voicemail message 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 2:00 P.M. or on non-attendance 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 IOEP or team meeting. If absences exceed 15 days, parents may be required to provide a doctor's excuse/explanation.

## 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) 755-6700.**

## CHECK-IN PROCEDURES

Students are searched on daily basis upon entry to the building. Cell phone and other electronics are stored until dismissal.

## COMMUNITY BASED EXPERIENCES

As part of the curriculum, students will have an opportunity to participate in community-based experiences and service-learning opportunities. In addition, the Alternative Learning Academy will travel off campus for Physical Education each day.

## DAILY SCHEDULE

Student scheduling allows for flexibility, maximum class time, and off-campus physical education. Everyday students will receive a twenty-five minute lunch, five academic courses, and a combination of group counseling, college and career preparation, or additional academic support.

o Arrival 7:45 – 7:55	Breakfast	
o Period 1: 7:55 – 8:43	1 <sup>st</sup> Hour	Academic
o Period 2: 8:43 – 9:31	2 <sup>nd</sup> Hour	Academic
o Period 3: 9:31 – 10:19	3 <sup>rd</sup> Hour	Academic
o Period 4: 10:19 – 11:07	4 <sup>th</sup> Hour	Academic
o Period 5: 11:07 – 11:55	5 <sup>th</sup> Hour	Academic
o Period 6: 11:55 – 12:20	6 <sup>th</sup> Hour	Lunch/Advisory
o Period 7: 12:20 – 12:45	7 <sup>th</sup> Hour	Lunch/Advisory
o Period 8: 12:45 – 1:33	8 <sup>th</sup> Physical	Education

## 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. Alternative Learning Academy 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, and log on to the District 211 web site ([www.d211.org](http://www.d211.org)). In the event of an emergency, please try to avoid calling the school as this will tie up emergency telephone lines.

## GRADING

The school year is divided into two semesters, each approximately 18 weeks in length. Students are graded and receive report cards on a semester basis. Parent(s)/guardian(s) are informed at the mid-point of each semester of their student's progress. Students may receive mid-term reports if they are failing, incomplete, or if the classroom team wishes to make any special comments. Semester grades are recorded and reported to the administration office where the permanent records are maintained. Report cards are mailed directly to the parent(s) / guardian(s). Parent(s)/guardian(s) of a student who is demonstrating unsatisfactory work are urged to meet with the student's classroom team.



## GRADING (Continued from pg. 3)

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.
- F .....A failing grade indicating that no credit was awarded.
- AUD.....Special permission to take a course for no grade and no credit.
- INC.....Required work is incomplete. (If a student receives an “INC,” the teacher will specify the work to be completed in a written statement as well as indicate the date in which the work must be completed. A copy of the statement will be given to the student and parent with a copy placed in the student’s file.)
- W/P.....Withdrew from course with passing grade. No credit is given, and no grade point is recorded.
- W/F.....Withdrew from course with failing grade. No credit is given, and grade point reduction will be recorded.

## GRADUATION REQUIREMENTS

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

- 1. Complete 18 academic units of credit (This does not include PE credits)**
- 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: 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

The Alternative Learning Academy has access to a school nurse. The nurse provides record keeping and consultation services. In the event of student illnesses or health concerns, the nurse will be contacted, and the necessary assistance will be provided. If immediate medical attention is required, the school will call 911 emergency services.

## POLICIES REGARDING ILLNESS

The following points outline The Alternative Learning Academy procedures in the event of illness while in school.

- Every student is to report to the nurse on any occasion when the student has been absent from school for more than three days due to illness.
- If the student's illness has been one of a nature to warrant the student seeing a doctor, then it is advisable that the student bring the nurse a medical slip signed by the doctor.
- If the student has been absent due to a communicable disease, the student must bring the nurse a medical slip signed by the family physician stating that the student is fully recovered and able to return to school.
- Any student who has been out of school because of serious illness or surgery must bring a written statement from a physician to the nurse outlining in what physical activities the student may engage upon return to school.
- If a student is on medication, the school nurse must be notified, and if medication is to be taken in school, the medication should be taken under the supervision of the nurse.
- If a student becomes ill during the day, the student must report to the health center before leaving for home.
- Any student becoming ill during a class period should obtain a pass from the teacher and go directly to the health center. If the student is not able to go alone, the nurse should be notified by the teacher or another student may accompany the ill student.
- Any student who is ill during the school day and wishes to leave for home must first notify the nurse who will contact the parent. A student who leaves for home must be accompanied by a parent, guardian, or some other responsible adult. If a student wishes to drive or leave school alone, the nurse must obtain approval from the parents or the emergency contact person.

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

Alternative Learning Academy students will be assigned homework based upon teacher discretion and/or student needs.

## LATE BUS

On most school days, transportation is available after school for students who are receiving additional academic support or participating in an after-school event. Arrangements for special transportation will be made by The Alternative Learning Academy Administrator.

## LEAVING CAMPUS

Once students arrive at school they may not leave the school campus without the supervision of a school staff member or guardian. The police consultant will assist Alternative Learning Academy personnel when students leave the building without permission.

## MAKE UP WORK

Students are responsible for making up missed classwork. Teachers will schedule make-up times for tests and will develop a schedule for missed work due to absences. If a student will be out of school for more than one day, parents may request work from their student's teachers, however we asked that teachers are provided 24 hours' notice before picking up assignments. Students may request to stay after school on designated days to complete missed classwork. Teachers will provide students with assignments and establish a timeline for their completion.

## MEAL PROGRAMS/FREE AND REDUCED MEAL PROGRAMS

### **Breakfast/Lunch Program**

Students will have the option of purchasing meals, or the parents/guardians can apply for free or reduced meal eligibility. When students purchase meals, they must do so in advance. The meals will be prepaid one month in advance. If you purchase meals and your child will be absent, you must call District 211 Alternative Learning Academy and notify them of the absence no later than 8 am. or the meal will be charged to the student's account. Nearing the end of the month you will receive a notice reminding you of the need to pre-pay for the next month's meals. If you decide not to purchase meals per month from the district, your child will need to bring a lunch. Students will be able to store food or drinks each day in a refrigerator. A microwave will be available for heating food.

### **Free and Reduced 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. Applications for meal benefits must be made each year. Questions about the program should be directed to Stacy Lenihan, the Director of Food Services, at the G.A. McElroy Administration Center, (847) 755-6680.

## MEDICATIONS IN SCHOOL

The purpose of administering medications in school is to help each student maintain an optimal state of health that may enhance his/her educational plan. The medications shall be those required during school hours that are necessary to allow the student to function in the educational program. The intent of this policy is to monitor the medications given in school to assure safe administration of medications for those students who require them.

1. Only those medications which are necessary to maintain the student in school and must be given during school hours shall be administered.
2. All medications, including non-prescription drugs, given in school shall be prescribed by a licensed prescriber on an individual basis as determined by the student's health status. The written order (excluding standing orders) can be one of the following:
  - a) Written Physician Authorization
  - b) Prescription Pad Authorization

## MEDICATIONS IN SCHOOL (Continued from pg. 6)

3. A written order for prescription and non-prescription medications must be obtained from the student's licensed prescriber. The order must include the student's name, the name and signature of the licensed prescriber, the telephone/emergency number of the licensed prescriber, name of the medication including dosage, route of administration and frequency and time of administration, date of prescription, date of order and the discontinuation date.
4. Medication must be brought to the school in the original package or pharmacy package.
5. Prescription medications shall display:
  1. Student's Name
  2. Prescription Number
  3. Medication Name/Dosage
  4. Administration Route and/or Other Directions
  5. Date and Refill
  6. Licensed Prescriber's Name
  7. Pharmacy Name, Address and Telephone Number
  8. Name or Initials of Pharmacist
  9. Over-the-counter (non-prescription) medications shall be brought in with the manufacturer's original label with the ingredients listed and the student's name affixed to the container.
6. A program for administration of medications to students in schools must be developed, implemented and managed by the school nurse.
  1. Each dose of administered medication shall be documented. Documentation shall include date, time, dosage, route and the signature of the person administering the medication or supervising the student in self-administration. In the event a dosage is not administered as ordered, the reasons, therefore, shall be entered in the record.
  2. A student may possess an epinephrine auto-injector and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent(s)/guardian has completed and signed an authorization form. Township High School District 211 shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector.
  3. The school nurse may, in conjunction with a licensed prescriber and parent(s)/guardian, identify circumstances in which a student may self-administer medication. These special circumstances will be evaluated and documented on a regular basis.
  4. Effectiveness and side effects shall be assessed with administration and documented as necessary.
  5. Feedback to the licensed prescriber and/or the parent(s)/guardian will be provided when appropriate.
  6. All permission for long-term medication shall be renewed at least annually. Changes in medication shall have written authorization from the licensed prescriber.

In addition to the licensed prescriber's order, a written request shall be obtained from the parent(s)/guardian requesting the medication be given during school hours. The request must include the parent(s)/guardian's name and telephone number in case of emergency. (make sure numbering is updated)

1. It is the responsibility of the parent(s)/guardian to assure that the licensed prescriber's order, written request and medication are brought to the school.

## **MEDICATIONS IN SCHOOL (Continued from pg. 7)**

2. Medications must be stored in a separate locked drawer or cabinet. Medications requiring refrigeration should be refrigerated in a secure area.
3. The parent(s)/guardian will be responsible at the end of the treatment regime for removing from the school any unused medication which was prescribed for their student. If the parent(s)/guardian do(es) not pick up the medication by the end of the school year, the school nurse will dispose of and document that medications were discarded. Medications will be discarded in the presence of a witness.
4. Township High School District 211 retains the right to reject requests for administration of medications.

## **PARENT COMMUNICATION AND RESPONSIBILITIES**

Parents are expected to be aware and knowledgeable of the following:

- District and School policy within the home school handbook including disciplinary and behavior management systems. (A copy of the home school book is provided with Alternative Learning Academy's Handbook in the beginning of the year).
- Policies and practices outlined in the Alternative Learning Academy handbook.
- Academic progress/graduation requirements
- Class schedule and school related activities

Parent(s)/guardian(s) are encouraged to phone the Alternative Learning Academy to discuss progress or concerns at 847-755-6700. Teachers and therapeutic staff will initiate phone/parent conference when warranted.

## **PERSONAL ITEMS**

Students are advised not to bring unnecessary personal items that may be lost or stolen, as Alternative Learning Academy assumes no responsibility for these lost or stolen items.

## **PHYSICAL EDUCATION**

Physical Education is provided through recreational activities that focus on the development of appropriate social skills and healthy exercise. During the PE students are transported by district vans to the Palatine Park District Community Center to use athletic fields and gymnasium space.

Students will earn credit in the day's activities by demonstrating positive participation, appropriate social skills, and sportsmanship. 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. Leave from PE on the same van in which he/she arrived
3. Remain in the designated P.E. areas
4. Be prepared for physical activity with appropriate footwear/clothing
5. Follow all staff directions while in the community.

## SCHOOL RESOURCE OFFICER

The school resource officer has a wide range of duties including:

- Serve as counselor for students with serious problem in which violations of the law are involved
- Be available for talks to students and parents on law, law enforcement, safety, and good citizenship
- Work closely with the school officials, and refer school discipline violations to the program administrator
- Be involved in all police action involving students.
- Serve as the assigned school's truant officer.
- Work with parents on runaway problems.
- Assist with the administration in the solutions of theft problems.
- Assist and ensure that visitors have a valid purpose for entering the building or being on school grounds.
- Represent the school in court action involving students.
- Provide traffic control in parking lots before school and at dismissal periods.
- Serve as crowd and vehicle control officer at special events.
- Perform other duties as negotiated between the school district and the respective municipalities.

## TARDINESS

A student is tardy if not in assigned classroom at the start of the period. When a student is tardy, he/she may be required to problem solve and make a plan prior to re-entering class. *If the student accumulates excessive tardies, additional interventions may be implemented.*

## TRANSPORTATION / BUS SERVICES / DRIVING POLICY

Alternative Learning Academy 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 a morning pick-up time. Buses will wait two minutes beyond a student's pick-up time before continuing their route. *The Alternative Learning Academy is not expected to call students when buses arrive.*

## VISITORS

Any visitors must sign-in at the front office. *Prior to a student leaving the building with parent/guardian the student must be signed out of school at the front desk.*



# PROGRAMMATIC SYSTEMS

## LIFE SPACE CRISIS INTERVENTION (LSCI)

Staff is trained in Life Space Crisis Intervention (LSCI), which is a therapeutic strategy for use during situations as an opportunity to help students learn alternatives to patterns of aggressive, disrespectful, or self-demeaning behavior (lsci.org). This framework offers students in crisis or experiencing problem-solving issues time with staff to increase conflict resolution. Students who can resolve conflict are more likely to remain in class and experience academic success. The purpose of LSCI is to resolve conflict. As part of student orientation students are introduced to problem solving. When students encounter conflict whether it is peer-to-peer or student-to-staff a conflict has occurred. With conflict resolution there is a stressful event, student feelings, behavior, and resolution. Ideal problem solving occurs within the classroom. For those times, when a student is disruptive to the classroom environment the student may be asked to problem solve in an office. There are a variety of options provided to students who are problem solving to help students gain perspective and make a plan for successful re-entry into the classroom in a timely manner.

Listed below are the six Stages of the LSCI process. Students are taught these stages as they learn to manage conflict in a productive manner.

1. Drain Off
2. Timeline
3. Central Issue
4. Insight
5. New Skills
6. Transfer of Training

When students are unable to meet these expectations, staff will use LSCI strategies to problem solve and teach students how to be successful in the classroom.

1. The goal in this process is to teach conflict resolution skills by introducing replacement behaviors which create opportunities for students to develop tools to increase positive communication in future interactions.
2. If students are unable to respond positively to problem solving within the classroom, students will be asked to leave the classroom. Staff will then continue to problem solve outside the classroom. The student reflection sheet describes the problem solving process and is reflected on a sheet the student is responsible for having with them throughout the school day.

## CHAMPS

CHAMPS is a research-based classroom management tool that is used to explicitly outline and directly teach behavioral expectations for each period of the day. CHAMPS provides a proactive strategy that can be used to improve the classroom climate, increase on-task behavior, and help students become more motivated, engaged, and responsible in the school setting. As a result of utilizing CHAMPS to communicate clear expectations, less time is focused on behaviors and more time is focused on learning.

## CHAMPS (Continued from pg. 10)

Every classroom has the CHAMPS acronym clearly displayed. The CHAMPS expectations are:

- **Conversation:** Can students talk to each other during this activity?
- **Help:** How do students get their questions answered? Raise hand? Ask a friend?
- **Activity:** What is the objective and end product of this lesson?
- **Movement:** Can students move around during this lesson/activity?
- **Participation:** How do students show they are fully participating?
- **Success:** By adhering to the CHAMPS expectations, students will be successful!

## MORNING CHECK-IN

All students are required to be checked-in by a staff member when they arrive to school. During this time, items will be collected including, but not limited to, cell phones, personal electronics, backpacks, coats/jackets, hats, and other items not permitted in school. Students will not be allowed to enter the building with open containers of liquid, bags, or purses.

## ONE-TO-ONE CHECK-IN

A student who is disrupting or off-task may seek out classroom staff to talk one-to-one and/or the classroom staff may approach a student at the desk, ask to see the student in the hall and refocus them on the academic content within the classroom.

## PROBLEM SOLVING OUTSIDE THE CLASSROOM

After staff has offered a student support, if the student is unable to refocus and participate appropriately in class the student may be asked to leave and problem solve in order to gain insight and develop a plan for success. This will also allow the classroom to continue and the students who are participating to continue learning. Problem solving outside of the classroom is a time for students to reflect, communicate and go through Life Space Crisis Intervention steps if necessary.

## OPPORTUNITIES

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### EXTRACURRICULAR ACTIVITIES

Alternative Learning Academy students participate in the Chicago Area Alternative Education League (CAAEL) as well as other extracurricular opportunities that are determined by student interest. CAAEL is a not-for profit organization, which has dedicated itself to providing innovative, therapeutic educational and athletic programs for High-Risk Youth. CAAEL believes that with strong support and encouragement, each participant can be motivated to achieve their full potential. CAAEL programs are designed to keep students in school, develop successful school-to-work skills, and offer positive alternatives to drugs, gangs, and other dangerous and/or criminal activity. CAAEL works with educators, communities, families, volunteers, corporations, and private organizations to strategically plan, implement, and fund its mission.



## **EXTRACURRICULAR ACTIVITIES (Continued from pg. 11)**

The other experiences are designed based on student academic goals and interests and are offered after school to increase self-esteem and motivate students to take risks in a healthy manner through group participation. These activities give students opportunities to use after school time positively while working with positive role models. Additional benefits for students include increased learning, improved health, increased exposure to career choices, and enhanced social and psychological development.

The focus is on sportsmanship and activities include; flag football, volleyball, basketball, art show, bowling, softball, and chess. (<http://www.caael.org>) Students must meet the established requirements set forth by the District 211 Alternative Learning Academy staff to be eligible for participation in CAAEL.

The other experiences are designed based on student request and are activities offered after school to increase self-esteem and motivate students to take risks in a healthy manner through group participation. These activities give students opportunities to use after school time positively while working with role models. Additional benefits for students include increased learning, improved health, increased exposure to career choices, and enhanced social and psychological development.

## **SERVICE LEARNING**

Service Learning is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities.

## **REINTEGRATION PROCESS**

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### **TERMS FOR CONSIDERATION**

The criteria for reintegration will be developed on an individual basis and through collaborative efforts between the student, Alternative Learning Academy staff, and the home school staff. Reintegration is a process, driven by the student grades, attendance, and behavior both within the school environment and community. Reintegration may start with a student returning to his/her home school, on a partial basis. Students have the opportunity to partially integrate (take 1-2 classes) to ensure that they experience success at their home school while maintaining beneficial supports from Alternative Learning Academy.

# PROGRAM RULES AND EXPECTATIONS

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*Several of the Board of Education's student discipline policies will be updated after the publication of this handbook. Updated Board policies will be available on the District's website.*

## 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.

## BULLYING/HARASSMENT (Continued from pg. 13)

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

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

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

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 NETWORKS USED FOR STUDENTS

iPads are provided for student use in a variety of applications in the classroom. Students may use 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

## COMPUTER NETWORKS USED FOR STUDENTS (Continued from pg. 14)

### 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](http://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.

## CRISIS INTERVENTION PREVENTION (CPI)

It is the policy of District 211 Alternative Learning Academy to manage student behavior through positive means and through systematic steps that will eliminate the need for physical management. However, under circumstances where imminent danger to other students, staff, and/or self exists, CPI techniques will be utilized until the student can maintain safety. When physical management 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 management 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 unsafe 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.

When a student has been physically controlled, the parent/guardian will be contacted by the program administrator or 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.

## 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.

## ALTERNATIVES TO SUSPENSION

Students may be offered opportunities to work in an individualized setting with access to the curriculum and an assigned staff for assistance to avoid out of school suspension. Students may also be offered alternative consequences for inappropriate behavior in lieu of suspension. If a student continues to display unsafe or disruptive behavior, they may be assigned a detention or suspension as a consequence for inappropriate conduct.

## 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 may 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 include 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 the program administrator.

## DRESS CODE

Students’ dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive/learning climate, or compromise reasonable standards of health, safety, and decency. The specific items listed below are **not** a comprehensive listing of prohibited attire.

- a. Clothing which depicts the use of tobacco, alcohol, or illegal substances;
- 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 activities. 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;

## **DRESS CODE (Continued from pg. 16)**

- d. Coats, jackets, caps, hoods, or hats may not be worn anywhere in the school during the school day. This policy is established to ensure the health, security, and safety of students. For the purpose of this policy jackets or coats are defined as any outer garments, which are usually worn over indoor clothing for protection from outside elements;
- e. Clothing that may damage school property or be readily used as a weapon;
- f. Clothing with graphics or wording that depicts violence in any form.

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.

## **DRUG AND ALCOHOL POLICY**

Students will be subject to immediate suspension and/or expulsion from school after a proper hearing and review when:

- They are in violation of the laws governing the sale, possession, or use of drugs, alcohol, other intoxicating substances, or “look alike” substances;
- They are under the influence or are impaired, or exhibit the odor of alcohol or “look alike” beverages, or any illegal drug, narcotic, or controlled substance;
- They are in possession of any drug paraphernalia as defined in the Drug Paraphernalia Control Act

Students who are suspended for alcohol or drug violations may be referred to the student assistance staff for counseling. Students suspected of violating these laws may be reported to the appropriate school officials and police for further investigation and action. Students suspected of violating this policy at a special event may result in a referral to police and a breathalyzer may be used.

Due to the devastating risks associated with student drug and alcohol use in adolescence, we expect students to engage in healthy dialogue and discussion. Students who glorify drugs and alcohol not only distract from the educational environment, but may also increase the risk of other students engaging in unhealthy and high-risk behavior. We are committed to letting parents know when their children are discussing drugs or alcohol in school and providing the support necessary to help students make healthier lifestyle choices. If students engage in drug or alcohol glorification, staff responses may include: removal from the classroom, problem solving, parent phone call, meeting, and/or resources for drug/alcohol assessment or services may be provided. If a student is suspected to be under the influence the student will have a health assessment screening. If the student refuses parents will be contacted and may be required by an administrator or the nurse to pick up the student due to health concerns.



## **DRUG AND ALCOHOL POLICY (Continued from pg. 17)**

If a student is suspected to be under the influence the student will have a health assessment screening. If the student refuses parents will be contacted and may be required by an administrator or the nurse to pick up the student due to health concerns. Students who demonstrate a pattern concerning behavior with regard to substance abuse may be required to make daily check-ins with their counselor and/or administrator.

## **ELECTRONIC DEVICES**

Personal electronic devices are not allowed to be used. Upon arrival students are required to turn in electronics during check-in. Devices are not limited to cell phones, tablets, and iPods. Only the district provided iPad is allowed in the building. These devices will remain locked in a secure location until dismissal. Staff may restrict the use of or access to district provided iPads 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. A parent may be required to pick up the device. Devices are stored and locked in a secure location.

## **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.

- 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;
- Asking others what gang affiliations they have;
- 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 turn in any materials or clothing determined to be gang related by the Alternative Learning Academy staff and a parent may be asked to pick up the items. 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, as 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 which 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.



## **GROSS DISOBEDIENCE OR MISCONDUCT (Continued from pg. 19)**

- Use of electronic school devices during the school day.
- Possession, use, sale, or distribution of any intoxicant, alcoholic beverage, “lookalike” 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 which 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.

## **HONOR ROLL**

Students who maintain a 3.0 grade point average or higher are recognized quarterly on the Alternative Learning Academy Honor Roll. Students who make Honor Roll will be recognized by the program for their achievement and parents will be notified of their student’s success.

## **INDEPENDENT STUDY**

Independent study is a separate learning environment for students who are struggling to problem solve and develop a plan for a successful re-entry to class. Independent study may be in an office, empty classroom, or cafeteria under staff supervision. The student may have a therapeutic assignment to assist with thinking through the conflict and to develop a plan to return to class. While in Independent Study, students will still receive class assignments while developing a plan to meet the expectations of the Alternative Learning Academy.

## **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 on the nature and severity of their behaviors:

- Exclusion from any special event(s) organized for the senior class (example: field trips, athletic events, etc).
- Exclusion from any athletic contests or activity programs
- Exclusion from final examination exemption
- Exclusion from graduation exercises
- Restitution
- Suspension
- Expulsion

## **PASSIVE VIDEO SURVEILLANCE MONITORING**

Board of Education Policy established and authorizes the use of a passive video surveillance monitoring system to promote safety and security, deter inappropriate or illegal activity, and to provide evidence of crime or violation of school code. To ensure the proper use of the recorded images, the use of the system for surveillance shall be limited to the functions delineated in Board Policy. Only those authorized by the designated administrative agent or the Superintendent of Schools will have access to ongoing operation and/or use of the video images produced. Individuals who are under investigation for alleged infractions occurring in recorded areas, and for whom a recording has been reviewed as part of an investigation, will have the same right to review of the video images that they would have relative to any other substantive evidence regarding the alleged infraction. Any such review shall be conducted consistent with the Family Educational Rights and Privacy Act and the Illinois School Student Records Act. Images may be archived if, in the opinion of the designated administrator, it documents an event considered to be of such significance that a historical record is desirable.

## **RESPIRATORY SENSITIVITY**

Use of fragrances including perfumes, colognes, and 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.

## SCHOOL THREATS AND THREAT ASSESSMENTS

To keep school communities safe, staff, parents, students, and community members must report all threat-related behaviors. A threat is an expression of intent to do harm or act out violently against someone or something. Threats may be verbal, written, drawn, posted on the Internet or made by gesture. Threats must be taken seriously, investigated, and responded to.

All threat making behavior by a student shall be reported to school administration who will activate the threat assessment and investigation process. A student threat assessment will be initiated when behaviors include, but are not limited to, serious violence or violence with intent to harm or kill, verbal/written threats to harm/kill others, Internet website/MSN threats to harm/kill others, possession of weapons (including replicas), bomb threats and fire setting. Assessment teams that include administrators, student support personnel, and a member of the police will conduct threat assessments to ascertain the level of threat and initiate interventions and school responses.

Law enforcement officials are notified in every instance of threats against school safety. School officials work closely with police to conduct thorough investigations to ensure the safety of all students, staff, and the community.

## 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 Alternative Learning Academy. 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 District 211 Alternative Learning Academy. The search is to be conducted in a manner which is reasonably related to its objectives and is 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 and searches of lockers, desks, parking lots, and their school property and equipment owned or controlled by the school for illegal drugs, weapons, other illegal or dangerous substances or material, including conducted through the use of specially trained dogs.
- √ If a search produces evidence that the student has violated or is violating the law, local ordinance, or District 211 Alternative Learning Academy 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 which prohibit sexual harassment in its schools. The policies define forms of verbal or physical sexual conduct which constitutes 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 up to five 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) report incident to any staff member who shall refer 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, buses, and vans. This policy applies to all tobacco derivatives and applies before, during, and after school hours. Confiscated items, such as, but not limited to, lighters and cigarettes, will not be returned.

## **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 do not exempt from last semester final examinations will take their examinations at the regularly scheduled times for semester examinations.

## **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.

## **SUSPENSIONS (Continued from pg. 23)**

### **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, please contact the program administrator.

### **VANDALISM**

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

# TOWNSHIP HIGH SCHOOL DISTRICT 211

## DISTRICT 211 BUILDINGS

G.A. McElroy Administration Center – 847/755-6600  
1750 South Roselle Road, Palatine, Illinois 60067-7379  
Dr. Lisa Small, Superintendent  
Renee Erickson, Director of Special Education  
Mary Pat Kronos, Assistant Director of Special Education  
Lindsay Tiritilli, Assistant Director of Special Education  
[adc.d211.org](http://adc.d211.org)

Palatine High School – 847/755-1600  
1111 N. Rohlwing Road, Palatine, Illinois 60074-3797  
Tony Medina, Principal  
[phs.d211.org](http://phs.d211.org)

William Fremd High School – 847/755-2600  
1000 S. Quentin Road, Palatine, Illinois 60067-7099  
Mark Langer, Principal  
[fhs.d211.org](http://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](http://chs.d211.org)

Schaumburg High School – 847/755-4600  
1100 W. Schaumburg Road, Schaumburg, Illinois 60194-4197  
Brian Harlan, Principal  
[shs.d211.org](http://shs.d211.org)

Hoffman Estates High School – 847/755-5600  
1100 W. Higgins Road, Hoffman Estates, Illinois 60195-3098  
Michael Alther, Principal  
[hhs.d211.org](http://hhs.d211.org)

District 211 North Campus – 847/755-6700  
305 Illinois Avenue, Palatine, Illinois 60067  
**Academy-North** Francesca Anderson, Program Administrator  
**Alternative Learning Academy** Jake Hughes, Administrator

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

## HIGH SCHOOL DISTRICT 211 MISSION STATEMENT

“The mission of Township High School District 211 is to serve the educational needs of the community by developing and implementing quality programs which challenge students to achieve their potential to become contributing, informed citizens capable of meeting the demands of a changing world.”

### DISTRICT 211 ALTERNATIVE LEARNING ACADEMY FIRST SEMESTER SCHOOL CALENDAR -2021-2022

<b>First Semester</b>		
Tuesday	August 10, 2021	TEACHER INSTITUTE DAY non-attendance for students
Wednesday	August 11, 2021	TEACHER INSTITUTE DAY non-attendance for students
Thursday	August 12, 2021	Opening day of school
Tuesday	August 24, 2021	Early Release
Thursday	September 2, 2021	Open House – 5:30 p.m. – 7:30 p.m.
Monday	September 6, 2021	Labor Day No School
Tuesday	September 7, 2021	Early Release
Tuesday	September 21, 2021	Early Release
Tuesday	October 5, 2021	College Night
Monday	October 11, 2021	Columbus Day No School
Tuesday	October 12, 2021	TEACHER INSTITUTE DAY non-attendance for students
Tuesday	October 26, 2021	Early Release
Tuesday	November 9, 2021	Early Release
Wednesday	November 24, 2021	Non-Attendance Day School closed
Thursday	November 25, 2021	Thanksgiving Day School closed
Friday	November 26, 2021	Thanksgiving Holiday School closed
Tuesday	December 7, 2021	Early Release
Wednesday	December 20, 2021	Final Exams
Wednesday	December 21, 2021	Final Exams
Wednesday	December 22, 2021	Final Exams Winter Break starts at end of school day



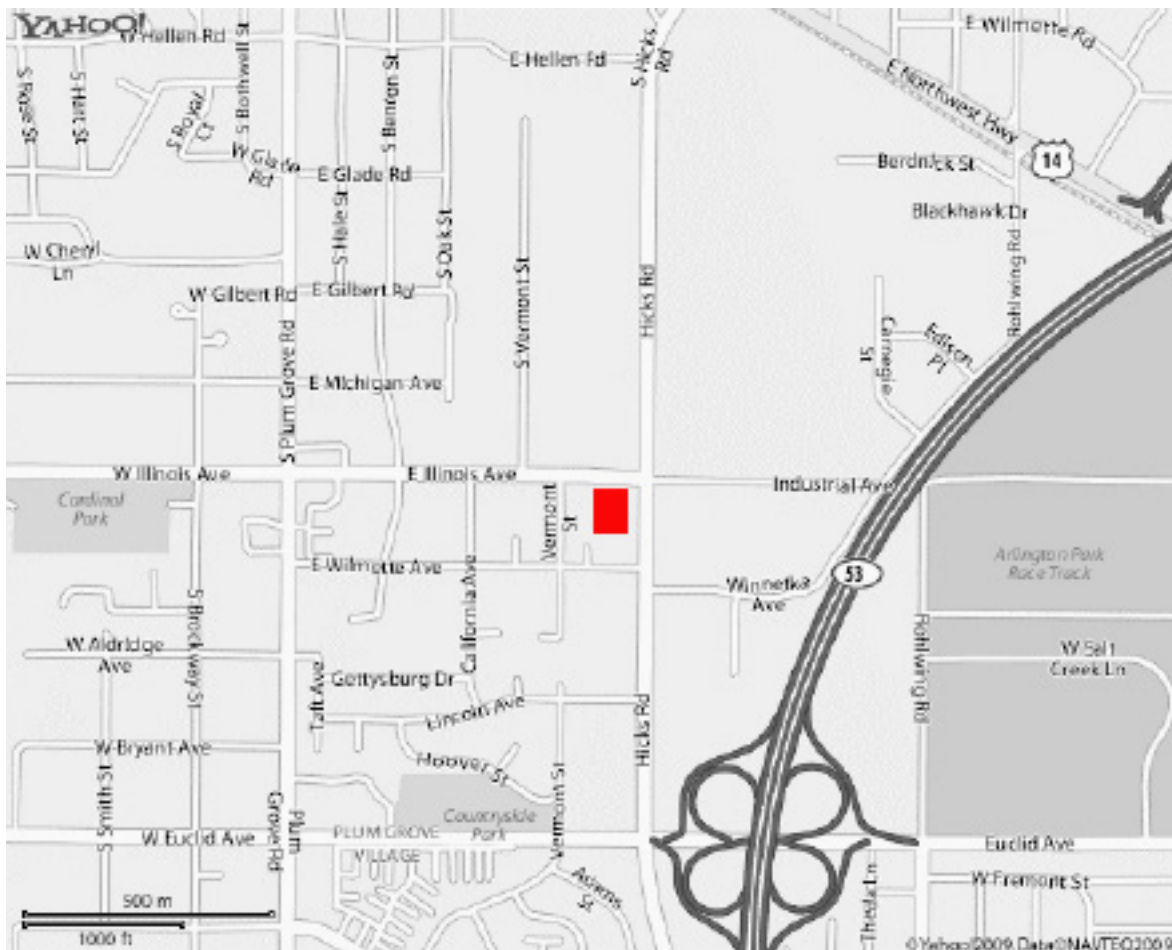
## DISTRICT 211 ALTERNATIVE LEARNING ACADEMY FIRST SEMESTER SCHOOL CALENDAR -2021-2022

<b>Second Semester</b>		
Monday	January 10, 2022	TEACHER INSTITUTE DAY non-attendance for students
Tuesday	January 11, 2022	Second semester begins
Monday	January 17, 2022	Martin Luther King, Jr. Day No School
Tuesday	January 18, 2022	Early Release
Tuesday	February 1, 2022	Early Release
Tuesday	February 15, 2022	Early Release
Monday	February 21, 2022	President's Day No School
Tuesday	March 1, 2022	Early Release
Tuesday	March 15, 2022	Early Release
Friday	March 18, 2022	Spring Break Starts at the end of school day
Monday	March 28, 2022	First Day after Spring Break
Friday	April 15, 2022	Non-Attendance Day
Tuesday	April 19, 2022	Early Release
Friday	May 20, 2022	Service Awards Ceremony
TBD	TBD	Graduation
Wednesday	May 25, 2022	Final Exams
Thursday	May 26, 2022	Final Exams
Friday	May 27, 2022	Final Exams Last day of school



MAP:

DISTRICT 211 ALTERNATIVE LEARNING ACADEMY  
335 ILLINOIS AVE  
PALATINE, IL 60067  
847-755-6700





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**Parent/Student Review**

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

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Student Signature

DATE

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

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Parent/Guardian Signature

DATE